

National Institutes of Health Office of Extramural Research

eSNAP Users' Guide

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Introduction

Overview

The Electronic Streamlined Non-Competing Award Process (eSNAP) is a streamlined process for the submission of information necessary to receive a non-competing award under the SNAP authorities. The eSNAP system allows extramural grantee institutions to submit an electronic version of a PHS2590 Progress Report to the NIH via a web interface. At this time eSNAP is an NIH only business process. Users are reminded to use this guide in conjunction with the PH S2590 instructions when completing an eSNAP. See the PHS2590 instructions at http://grants1.nih.gov/grants/funding/2590/2590.htm.

NOTE: Upon receiving an eSNAP from a Grantee Institution, the System sends a notification to the primary IC, the PO assigned to the grant, and the GS assigned to the grant.

eSNAP is accessed through the eRA Commons. eRA Commons is a web-based system that allows extramural grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of biomedical and behavioral research.

Enable eSNAP

Before electronic submission of SNAP progress reports can occur, an institutional official must self-register to enable eSNAP capability. Institutions self-register using the **Edit Institution Profile Screen** (Figure 1.1).

eSNAP includes business process changes available only to electronic SNAP progress reports; therefore in enabling an institution to use eSNAP the authorized official must view and agree to the eSNAP agreement (*see* Figure 1.2).



Figure 1.1: Edit Institution Profile Screen (IPF2006).

Enabling eSNAP capability requires institutions to agree to the use of eSNAP business processes (Figure 1.2).

Please Confirm

We would like to welcome your institution to eSNAP in the eRA Commons.

Included in the eSNAP system are certain business process changes of which you should be aware and agree to before submitting any progress reports through the eSNAP system. All of the differences are designed to reduce the burden on the grantee and make this process much easier, but some may necessitate a change in your own business processes and/or systems. The changes were initially recommended by the eRA Commons Working Group (CWG), representatives from the grantee community, in collaboration with NIH staff.

After discussion with all the extramural business areas at NIH, these business process changes ultimately were approved by the Extramural Program Management Committee of NIH. For now, these business process changes are being tested only through the E-SNAP application. The submission of hard copy SNAP progress reports remains as documented in the PHS2590 instructions.

Below is a list of items describing the differences between the current paper system and the new eSNAP business processes. If you have any questions regarding these differences or of what is expected of you as a grantee, please contact the NIH Office of Policy for Extramural Research Administration at (301) 435-0949 or by email at GrantsPolicy@od.nih.gov.

After reviewing this information, checking "I Agree" will indicate your institution's conformance to these new business processes. Please note that only an individual with the Signing Official role can authorize the use of the eSNAP functionality for your institution. If you feel that this is a decision that should be made by an institutional official with more responsibility, please have that person complete this process.

- 1. Progress reports submitted through eSNAP will be due 45 days prior to the next budget start date instead of 60 days.
- The PI may submit his/her progress report directly to NIH if the institution grants them this authority.
- 3. Bulleted science highlights or other significant changes may be uploaded separate from the actual Progress Report Summary. .
- Citations will be entered in the PI's personal profile for use on multiple submissions. If the publication is available online, the PI may submit a link to the article instead of sending a hard copy.
- 5. IRB and IACUC assurance numbers have already been provided by your institution and will be maintained in the Institutional profile section of the eRA Commons. IRB and IACUC approval dates will not be required as part of each progress report submission. However, it remains your institutional responsibility to ensure that these reviews are conducted in accordance with all Federal requirements. As part of NIH's oversight responsibility, once every quarter, a list of grants submitted by your institution through E-SNAP that involve human subjects and/or vertebrate animals will be sent to you via email. You will be required to submit approval dates for each of those grants. As a condition of your E-SNAP participation, you agree to conduct the appropriate timely reviews and provide this information in this retrospective review. Institutions that do not adhere to these conditions risk losing the ability to participate in E-SNAP.
- 6. The key personnel listed in the "Personnel Report" section of the progress report will be stored on a year-to-year basis and only changes will need to be entered into the system after the first year. As a reminder, only the key personnel are supposed to be listed here.

Please note that when selecting "I Agree", all Signing Officials at your institution will be notified of this change by email.

I Agree Cancel

Figure 1.2: Enable eSNAP Agreement.

Disabling eSNAP capability requires acceptance of terms shown in Figure 1.3 below.

Please Confirm
You are requesting to disable eSNAP for your institution. This will disallow all users at your institution from using the Commons eSNAP application for the Streamlined Non- competing Application Process (SNAP). Additionally, all Signing Officials (SO) at your institution will be notified of this change by email.
I Agree Cancel

Figure 1.3: Disable eSNAP Agreement.

Using the eSNAP Module

eSNAP capabilities include:

- Electronic submission of SNAPs
- Grantee notification of Progress Report status via email
- PI (Principal Investigator) delegation to allow updating of PPF (personal profile) to an authorized user via the Commons system
- Electronic routing of SNAPs to authorizing officials for review and approval
- Streamlining of BPR (Business Process Redesign) benefits
- Delegation of 'release' and 'submit' capabilities
- Identification of eSNAPs in IMPAC II application screens/reports
- NIH notification of an eSNAP receipt via system generated email
- eSNAP reporting available via IMPAC II and eRA Commons Status
- Correspondence between grantee via email hypertext link, regarding eSNAP submission

There are several available user roles associated with the eSNAP application. These roles and their functions are detailed as follows:

- AA. The Account Administrator (AA) is designated by a Signing Official to facilitate the administration of the eRA Commons accounts for their institution. The AA can create accounts, delete accounts, and modify accounts as necessary.
- Asst. The Assistant (ASST) is a basic eRA Commons user who can be assigned as a Principal Investigator delegate for eSNAP/X-Train. Users with this role initially have no access other than updating their own personal profile but can be delegated PI authority to selected accounts in order to aid in administrative tasks. The ASST cannot route the eSNAP.

User Roles

- **AO.** The Administrative Official (AO) reviews grant applications before the final application is submitted to the NIH by the SO. The AO can edit business information, view the eSNAP report, and route the report to the PI or SO. Depending on the institution workflow process, it is possible for the SO and AO to be the same person (in this case the institution only needs a SO account). An AO also can create additional AO and PI accounts.
- **Extramural Administrator**. An individual with a role of SO, AA, and/or AO.
- **PI**. The Principal Investigator (PI) is an individual designated by the institution to direct the project or activity being supported by the grant. The PI is responsible and accountable for the proper conduct of the project or activity. The role of the PI is to initiate the eSNAP Work-In-Progress (WIP), edit business and scientific information, view the eSNAP report, and to route the eSNAP to the AO (administrative officer) or SO (signing official).
- **SO.** The Signing Official (SO) for the institution is an official with authority to perform legally binding grant administration actions. This includes serving as an authority responsible for submission of grant applications to the NIH. The individual fulfilling this role may have any number of titles in the institution. The SO can create and modify accounts, and is able to modify institution profile information.

Accessing the eSNAP Module

The eSNAP Module is accessible via the eRA Commons. To access the Commons you must be a registered user. You must have a registered username and password. Contact your Office of Sponsored Programs or Office of Clinical Research representative for further registration information.

To login to eSNAP:

- 1. Open your web browser.
- 2. In the Address/Location field type: https://commons.era.nih.gov/commons and press Enter.

The eRA Commons Login screen displays (Figure 1.4).

Logging into the eSNAP Module



Figure 1.4: eRA Commons Login Screen (COM001).

- 3. In the Username field, type your eRA Commons username.
- 4. In the **Password** field, type your eRA Commons password.

If you have forgotten your password, see Resetting Your Password on page 8.

NOTE: For security purposes, eRA Commons user passwords expire and must be reset. If your password is soon to expire, a "password close to expiration" message is generated when you log in. If you get this notification, you will be directed to select a new password. When you change your password, you do not need to notify anyone.

5. Click **Login**. The eRA Commons Home screen displays (Figure 1.5).

NOTE: You can only access eRA Commons for one session at a time. If you attempt to log in to another session, using a second browser instance, the system gives you the option of either terminating the first session or canceling the request.



Figure 1.5: Home Screen Showing eSNAP Navigation Tab (COM0001).

6. Select the **<u>eSNAP</u>** access tab.

The Manage eSNAP screen displays (Figure 1.6).

NOTE: Users within institutions where eSNAP is disabled, receive the following message when attempting to access eSNAP – "Your institution does not have access to this application. Your Signing Official (SO) can enable access to eSNAP in the Institution Profile."

C C RA	ed by National Institute Profile Personal Profile Stat	nmons	Insti	ome SMITHA uton: PURDUE UNIVERSITY WEST only: PI	LAFAYETTE Logio
	Vo. 0926-0001/PHS2590 Appro	ved through 09/30/2007			
elect Grant Number link to m					
	t of 11 records Prev 1 2 Next				Current
irant Number	PI Name	Project Title	Due Date	Status	Review
R01DC000559-13 R01DC000559-14	ANNE SMITH ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible Not eSNAP Eligible	
R01DC000559-16	ANNE SMITH	Physiological Correlates of Stuttering	11/16/2005	Not started	
R01DC000559-10	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING	OVERDUE	Not eSNAP Eligible	
R01DC002527-04	ANNE SMITH	SPEECH MOTOR PROCESSES-AGE RELATED CHANGES		Not eSNAP Eligible	
R01DC000559-15	ANNE SMITH	Physiological Correlates of Stuttering		Not eSNAP Eligible	
R01DC000559-09	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	
R01DC000559-15A1	ANNE SMITH	Physiological Correlates of Stuttering SPEECH MOTOR PROCESSES-AGE RELATED CHANGES		Not eSNAP Eligible	
R01DC002527-05 R01DC000559-11	ANNE SMITH ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible Not eSNAP Eligible	
Contact Us/Help Desk Priv National Institutes o 9000 Rockville Pike Bethesda, Manfand	and H	bill/ met.d.(Haam) © 2007 NH All Flights Reserved. uman Services as Screen Rendrese (M2/12007 11:05:12 EDT Screen H EBP7002			ANTS.GO

Figure 1.6: Manage eSNAP Screen (ESP7002)

When a PI accesses the eSNAP system, the **Manage eSNAP** screen displays a list of all assigned awards. The grants that are eligible for submission are displayed as a hypertext link (Figure 1.7); non-NIH grants are not displayed.

	t of 11 records Prev 1 2 Next			
Grant Number	PI Name	Project Title	Due Date	Status
5R01DC000559-13	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible
5R01DC000559-14	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING	11/16/2005	Not eSNAP Eligible
SROTOCOMPACT	ANNE SMITH	Physiological Correlates of Stuttering	OVERDUE	Not started
2R01DC000559-10 5R01DC002527-04	ANNE SMITH ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STOTTERING SPEECH MOTOR PROCESSESAGE RELATED CHANGES		Not eSNAP Eligible Not eSNAP Eligible
2R01DC002527-04	ANNE SMITH ANNE SMITH	Physiological Correlates of Stuffering		Not eSNAP Eligible
5R01DC000559-09	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible
2R01DC000559-15A1	ANNE SMITH	Physiological Correlates of Stuttering		Not eSNAP Eligible
5R01DC002527-05	ANNE SMITH	SPEECH MOTOR PROCESSES-AGE RELATED CHANGES		Not eSNAP Eligible
5R01DC000559-11	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible

Figure 1.7: All grants that are eligible for submission are displayed as a hypertext link on the Manage eSNAP Screen

Resetting Your Password

If you forget your password, the eRA Commons provides a capability for you to request that your password be reset. In this case, a new password is generated and sent to you at the e-mail address contained in your user profile.

If you have forgotten your password:

1. Access the eRA Commons Login screen as described in *Logging into the eSNAP Module* on page 5.



Figure 1.8: eRA Commons Login Screen—Showing Forgot Password Link.

 Select the Forgot Password? hypertext link to access the Reset Password screen. The Reset Password screen displays (Figure 1.9).

Electronic Research Administration	Welcome Guest Institution: Not Affiliated
Commons Sponsored by National Institutes of Mealin Vester 2034	Authority:
Home Links eRA Partners Help	
Reset Password 😣	
* Indicates required field.	
User ID*	
Email Address*	
Submit Cancel	
Contact LN04eth Desk LPharx Notice LDisclaimer LAccessibility1	

Figure 1.9: Reset Password Screen (FRW0002)

- 3. In the **User ID** field, type your user name.
- 4. In the Email Address field, type your email address.
- 5. Click **Submit**. You are returned to the **eRA Commons Login** screen and a confirmation message displays notifying you that your password has been reset.
- 6. Check your email inbox to verify your new password.

Changing your Password

eRA Commons offers you the option of changing your password. You must be logged into the system in order to change your password.

To change your password:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the <u>Admin</u> access tab (Figure 1.10).



Figure 1.10: Home Screen Showing Admin Navigation Link (COM0001).

The Administration screen displays, (Figure 1.11).

Exercitencic Research Administration Construction Section as National Facilitation of Media Inter Communication Inter Communication	Welcome Brecome, com Instance US ANDULL, INSTITUTES OF HEALTH Authority: NCAA OFM OFMDE UPEPR: CDEV Log.od
neso mond The Administration menu allows users to perform system and accounts maintenance according to their privileges. Sub-menus are visible to those	users with appropriate privileges.

Figure 1.11: Administration Screen (ADM1010).

3. Select the <u>Accounts</u> navigation link.

The Account Administration screen displays (Figure 1.12).



Figure 1.12: Account Administration Screen Showing the <u>Accounts</u> *Navigation Link (ADM1005).*

4. Select the **Change Password** navigation link (Figure 1.12).

The Change Password screen displays (Figure 1.13).

era Common		Welcome plerpoints_com Institution: U.S. NATIONAL INSTITUTES OF HEALTH				
Sponsored by National Institutes of Health	Venion 2.9.3.4	Authority: NCAA OFM OFMDE UPSPR CDEV Log-o				
Home Admin Institution Profile Personal Profile Status eSNAP Accounts Maintain Authentication Process Registrations M	laintain Profiles Search Profile System Sw					
Create Account Maintain Account Delegate PPF Edit Change P Change Password ©	Password					
New password must meet the following standards:						
 At least eight (8) non-blank characters in length Most contain a moture of leaters, numbers and special characters: First and last characters cannot be numbers Cannot contain username Cannot contain username Cannot contain to en (1) year 	:#\$%*=+<>					
Your password will be changed immediately in eRA production (IMPP) a	applications. For IRDB applications - such as C	VR - password changes will take effect within one hour.				
For additional guidance, please review the <u>eRA Password Policy</u> .	For additional guidance, please review the <u>#RA Passwood Policy</u> .					
This will change your password						
This will change your password indicates required field						
Change Password Form						
Current Password: *						
New Password: *						
Retype New Password: *	Submit Clear Car					
	Submit Circar Car					
Contract Linking Deals I Reiners Matters I Disclotters Literate (hilbs)						

Figure 1.13: Change Password Screen (ADM1013).

- 5. Type your current password in the **Current Password** field.
- 6. Type your new password in the **New Password** field.
- 7. Retype your new password in the **Retype New Password** field.
- 8. Click **Submit** to update your password information.

Logging out of the Commons system ends your current session.

To log out of eSNAP:

1. Select the <u>Log-out</u> hypertext link located at the top of each screen (Figure 1.14).

Logging Out of eSNAP

Manage eSNAP	No. 0926-0001/PHS2590 Appro	ved through 09/30/2007			
elect Grant Number link to r					
Grant Applications 1 - 10 o rant Number	ut of 11 records Prev 1 2 Next PI Name	Project Title	Due Date	Status	Current
R01DC000559-13	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	Reviewe
R01DC000559-14 R01DC000559-16	ANNE SMITH	Physiological Correlates of Stuttering Physiological Correlates of Stuttering	11/16/2005	Not eSNAP Eligible Not started	
2R01DC000559-10 SR01DC0002559-10 SR01DC000559-15 SR01DC000559-15 SR01DC000559-09 SR01DC000559-15A1 SR01DC0002527-05 SR01DC000559-11	ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH	Physiological Contract or Statistical SPEECH MOTOR PROCEsses—AGE RELATED CHANGES Physiological Constatute of Statistical Physiological Constatute of Statistical Physiological Constatute of Statistical Statistical Constatute of Statistical Changes Physiological, Constatute of Statistical Changes Physiological, Constatute of Statistical Statistical Physiological, Constatute of Statistical Statistical Physiological, Constatute of Statistical Statistical Changes Physiological, Constatute of Statistical Statis	OVERDUE	Not eShAP Eligible Not eShAP Eligible Not eShAP Eligible Not eShAP Eligible Not eShAP Eligible Not eShAP Eligible Not eShAP Eligible	

Figure 1.14: Manage eSNAP Screen Showing Log-out Link (ESP7002).

Your eSNAP session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.

🗿 https://commons.test.era.nih.gov/ 🔲 🗖 🔀				
Your session will be timed out in 5 minutes. What would you like to do?				
 Keep Session - Continue editing your page. You will be warned again if your session is in danger Abandon Session - Your session will expire normally and you may loose any data you are currently editing. You may fix your session later by logging in again. 				
Keep Session Abandon Session				

Figure 1.15: Session Expiration Message.

If your session expires while the eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

Expired Session

Multiple Principal Investigator (MPI)

eSNAP supports the Multiple Principal Investigator (MPI) model. MPI allows multiple PIs to be associated with grants, contracts, and cooperative agreements. The label **MPI** displays adjacent to grant numbers when that grant is associated with multiple PIs (*see* Figure 1.16).

	Ceran List Manage eSNAP		Notin 2 10 14 Statis 2 10 14 Statis 2 10 14 Statis 2 10 14 Statis 2 10 14	Welcom Institution Authority:	MOUNT SINAI SCHOOL OF MEDICIN	E OF NYU Log-out
	Select Grant Number link to ma	rage the eSNAP:				
	Grant Applications 1 - 10 out of	f 11 records Prev 1 2 Next				
	Grant Number	Pi Name	Project Title	Due Date	Status	Current Reviewer
	SR0114034455-00 SR0114034456-04 SR2148034656-04 SR2348034656-04 SR2348034656-05 IRO1144075783-01 IRO544975783-01 IRO544975783-01 R054945783-01 SR011403465-05 SR0114034-07	HINTLEY, GEORGE W HUNTLEY, GEORGE W	Mechanisms of codical synaptic plasticity Cardwine advectory brokens is explained optication MECHANISMS UNDER/LYNX MOTOR CORTEX PLASTICITY MECHANISMS UNDER/LYNX MOTOR CORTEX PLASTICITY MECHANISMS UNDER/LYNX MOTOR CORTEX PLASTICITY Role of maker metalogoretanisas in synaptic plasticity Role of maker metalogoretanisas in synaptic plasticity Mechanisms of codical synaptic plasticity Mechanisms of codical synaptic plasticity		Not 457447 Eligible Not 457447 Eligible	
A hitlist grant showing the MPI designation on the Manage eSNAP screen.						
1R55MH075783-01 (MPI)	I Contact UsitHelp. Desk I Prinace	< and Human				NTS.GOV" Y. BUCCEED."

Figure 1.16: Manage eSNAP Screen Showing an MPI Grant (ESP7002).

eSNAP screens displaying PI names display the names of all PIs associated with the grant in alphabetical order. The multiple PI policy requires one PI to be designated as the contact PI, which is designated in our system with the "(Contact)" following their name (*see* Figure 1.17).

	eSNAP Menu	5R01CA023400-03	
Multiple PI Names listed.	PI Name:	the second in the second s	(Contact); Smith, John; Western, Joey
	Due Date: Current Reviewer:	10/15/2004 Smith, Cathy	Note Australianty Frograms
	Status: Status of Completion: Upload Science Organization Informatio	Reviewer Work in Progress Complete Complete	

Figure 1.17: eSNAP Menu showing PI Names and Contact Designation (ESP7003).

Personal Profile

Overview

Users must maintain their personal information that remains on file with NIH. In order to do this, users must utilize the **Personal Profile** (PPF) section. This section allows users to maintain personal information including: degrees, publications, and contact information.

Creating a Personal Profile

NOTE: Users are only required to create a personal profile once. You are then able to maintain and make updates to your profile when necessary.

To create a personal profile:

1. Log on to the Commons as described in *Accessing the eSNAP Module* on page 5.

C RA	A by New Shall Institution of Health	Venion 2.9.3.4	Neicome PIERPOINTE_COM nstbition:U.S.NATIONALINSTITUTES OF HEALTH uthority: NCAA OFM OFMDE UPSPR CDEV Log-os
	Bon Professoral Profile Salars SAMP TSR. Internet Tors Tors Tors Tors Tors Tors Tors Tors	Features of this release includes many performance upgrades and supports leased last week, which include: 3 Review	changes necessary for the May $2^{n \theta}$ rollout of Public Acces
System Notification	with their grants. Institution Official (J. a. (Spains) Official (J. a. (Spains) Office (J. a. (J	eding prant data and submit a progress report online. to submit onliques and preliminary scores for applications they are reviewing reparation for a meeting. JAR creates a preliminary summary statement body or submission of financial information associated with a grant. no for create and manage user account associated with a stratution. Addition	a summary a sound and a marked See allow Froquetty Asked See allow Postantial Constrained See allow Postantial Lifet Allow Postantial Lifet Ender Ender Niet Constrained Lifet Scherone Statung See allow
Waiting until a day or so helo		iling 1001 count. It is sent is you approximately 6 weeks in advance so if there are issues lieve you already have an account then please test it weeks before the time due.	
Helpdesk which does a		are using the correct contact information. Many users have nation is as follows: Web: http://era.nih.gov Email: commons This will help us to help you better, thanks.	
Contact UsiHelp Desk Priva Mational Institutes of 9000 Rockville Pike Bethesda, Marvland	and Human Services Screen Rende	l Rights Reserved. net: 06212007 10:35:53 EDT 4001	GRANTS.GOV

Figure 2.1: Home Screen Showing the **Personal Profile** *Navigation Link* (*COM0001*).

2. Select the **Personal Profile** access tab.

The Select Profile for Edit screen displays (Figure 2.2).

NOTE: If someone other than the PI will be adding the PI's information, that individual must have updating authority. For instruction on granting authority, *see* the *Delegating Authority* section on page 16.



Figure 2.2 : Select Profile for Edit Screen

3. Select the PI name, for which you would like to create a profile, from the **Profile to Edit** drop down list.

If you do not have updating authority, you will not have the option of choosing a profile to edit. You will immediately access the **Personal Page** screen (Figure 2.3).

4. Click **Select Profile**. The **Personal Page** screen displays (Figure 2.3).



Figure 2.3: Personal Page Screen (PPF6010)

- 5. You must complete each sub-menu item listed on the menu bar. These items must be completed in order as they appear from left to right.
 - Personal Information
 - Race/Ethnicity
 - Employments
 - Reviewer Address
 - Residential Address
 - Degrees
 - Publications
 - Reference Letters

For further details pertaining to each of the sub-menu items, please refer to the Commons User Guide located on the Commons Support Page at http://era.nih.gov/commons/index.cfm.

Delegating Authority

Overview

Certain functions and access capability within the eRA Commons eSNAP module can be delegated or assigned, by a Commons user with the appropriate authority, to another registered Commons user(s).

Specific eSNAP delegation types, described in the sections to follow, include:

Delegation Type	Actor	Recipient
Submit Authority	Signing Official	PIs
Principal Investigator (PI) Access Authority	Principal Investigator Signing Official	PIs or other registered Commons users.
Personal Profile (PPF) Edit Authority	Principal Investigator Account Administrator Administrative Officials Signing Official	PIs or other registered Commons users.

NOTE: Delegations are considered temporary and can be revoked at any time.

Submit Authority

The eSNAP **Delegate Submit Authority** function allows the Signing Official (SO) of a grantee institution to assign eSNAP submission rights to Principal Investigators (PIs). Delegating this authority subsequently enables the user to submit eSNAP Progress Reports to the NIH.

The following business rules apply:

- 1. The individual being granted submit authority (via delegation) must be a registered Commons user.
- 2. Only the SO or a user with delegated authority can submit eSNAP Progress Reports to the NIH.
- 3. Only users in the SO role can grant submit authority (allowing PIs or other Commons users to submit eSNAP Progress Reports).
- 4. <u>**Delegated**</u> SO authority is not sufficient to utilize the eSNAP delegate submit authority function. Only users with the SO role can delegate submit authority.

SO - Delegating Submit Authority

SOs delegate submit authority using the **Delegate Submit Access** screen.

SOs - To access the **Delegate Submit Access** screen and begin the process of delegating eSNAP submit authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Submit</u> sub-menu link on the Account Administration screen (Figure 3.1).

Riectronic Research Administration Commons Spansed by National Institutes Marking None (Arm) InstitutionProfile Personal Prof. Status coMAP Links of Partners Help	Welcome ipainter Institution: UNIVERSITY OF MICHIGAN AT ANN A Authority: SO
Accounts Create Account Create Affiliation Maintain Account Delegate Submit Delegat PPF Edit Change Password	
Account Administration The Account Administration sub-menu allows users to perform accounts maintenance according to their privileges. Sub-menus are visible to those users with appro	priate privileges.

Figure 3.1: Account Administration Screen Showing **Delegate Submit** Sub-Menu Navigation Link (ADM1005).

NOTE: The Delegate Submit sub menu option is only visible to Commons users assigned to the SO role

On the **Delegate Submit Access** screen, a list of **Current Institution PI Users** displays in the left scroll window. The right scroll window displays a list of **Current Submit Delegates** (Figure 3.2).

Electronic Research Administratic Commo Spansared by National Institutes of Healt Iome Administration Profile Personal Profile Sature SA Accounts Create Account Create Affiliation Maintain Account (Peters	AA Vexics 2.9.3.4 IAP Links eRA Partners Help	Welcome [panter Institutor:UNVERSITY OF MICHIOA Authonty: SO
Delegate Submit Access 😡	You are delegating eSNAP Submit Authority	
CETTER INSIGNER INSIGNER ABECASIS CONCALO ABECASIS CONCALO ABECASIS CONCALO ABECASIS CONCALO ABECASIS ASTRONE ADEMININA ALIZONI ALIZON	Assign =>> <> Farvoka Cancel	Current Satemit Delegates DELENKE MICHAEL ULASS JENNIFER USHALLAND STRIETER, ROBERT TREEDOR, ROBERT YOUNO, ELIZABETH

Figure 3.2: Delegate Submit Access Screen (ESP7026).

NOTE: If a name does not appear in the list of Current Institution PI Users, it is likely that a Commons user account does not exist for that individual or that the PI has not been affiliated with your institution. To have an account set up, contact the appropriate SO or AA.

3. From the **Current Institution PI Users** list, select the name of the individual having delegate submit authority assigned (Figure 3.3).

Sponsored by National Institutes of Home Admin Institution Profile Personal Profile Stat Accounts	NONS Vetion 2934 us eSNAP Links eRA Partners Help	Welcome jpainter Institution: UNIVERSITY OF I Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit Access @	Delegate Submit Delegate PPF Edit Change Password You are delegating eSNAP Submit Authority	
Percent institution PI Users ABECASIS: GOIVALU ABELSON, JAME ASSUDJ. Armi ADMIRAAL SUZANNE AADMIRAAL SUZANNE AADUCH, KRISTINE ARDUCH, KRISTINE ARDUCH, KRISTINE ARDUCH, KRISTINE ALHASHIM, HASHIM ALHASHIM, HASHIM ALBIN, ROGER	Assign ==> <pre> </pre> Cancel	Current Submit Delegates BOEHNKE, MICHAEL GLASS, JENNIFER ISMAIL, ANID STRIETER, ROBERT TREEDR, ROBERT TREEDR, ROBERT YOUNG, EUZABETH

Figure 3.3: Delegate Submit Access Screen (ESP7026).

- 4. Click the Assign ==> button.
- 5. On the **Delegate Submit Confirmation** screen, review the **Certification** and **Acceptance** statement at the bottom of the screen. Click **I Agree** to certify that the implications of delegating the authority to the individual selected are understood (Figure 3.4).



Figure 3.4: Delegate Submit Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.5).



Figure 3.5: Delegate Submit Access Screen (ESP7026).

SO - Revoking Submit Authority

In addition to granting submit authority rights, SOs also have the ability to revoke submit authority. Once submit authority is revoked, the user no longer has the ability to submit eSNAP Progress Reports.

SOs - To revoke submit authority:

- 1. Access the **Delegate Submit Access** screen as described in *Delegating Submit Authority*, page 17.
- 2. From the **Current Submit Delegates** list, select the name of the individual having their delegated submit authority revoked (Figure 3.6).

Electronic Research Administration	Welcome jpainter Institution: UNIVERSITY OF MICHIC Authority: SO	
Home Admin Institution Profile Personal Profile Status e Accounts Create Account Delegate Submit Access @		
Current Institution PI Users ARELISON, JAME ARBOOD, AFAF ADMIRAAL SUZANNE AIROUCH KRISTINE AIROUCH KRISTINE AIROUCH KRISTINE AIROUCH KRISTINE AILDRIDGER ALDRIDGE, J	Assign> < Revolue Cancel	Current Submit Delegates Abtennion Responses DOEHNIKE MICHAEL QLASS JENNIFER ISMAL, ANID STRIETER, RODERT TREEDR, RODERT YOUNG, ELIZABETH

Figure 3.6: Delegate Submit Access Screen (ESP7026).

- 3. Click the <== Revoke button.
- 4. On the **Revoke Submit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.7).

Home Admin In Accounts Create Account	ectronic Research Administration Common State State of Mental Vestor 2334 Anticipited Personal Public Rains (SNAP Links of Ref Partiers Help Central Million Marketing Account (Delegade Salars) Central Million Marketing Account (Delegade Salars)	Welcome putter Institution, VAINERSITY OF MICHIGAN AT ANN ARBOR Authority: 30
Revoke Submi	it Delegate Confirmation @ Please confirm thatyou war	t to REVORE the person below.
CONFIRM REVOKE		
Delegate Name: Title:	ABECASIS, GONCALO	
Address:	UNIV OF MICHIOAN,SCH OF PUB HLTH DEPT OF BIOSTATSTICS 1420 WASHNOTON HIEIOHTS ANN ARBOR MI 481992029	\
	Save	zancel

Figure 3.7: Revoke Submit Delegate Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen, where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.8).

Electronic Research Administration of the second se	Varies 29.3.4	Welcome (painter Instruction: University of Micholani at ANN ARBOR Authority: SO
Create Account Create Affiliation Maintain Account Deleg	ate Submit Delegate PPF Edit Change Password	
Delegate Submit Access ©	You are delegating #SNAP Submit Authority Delegate Ravoked Successfully	,
Carrent Institution II Users ABECUSS; CONCALO ABELSON, JAME ABELSON, JAME ABELSON, JAME ADMRAAL SUZAINE AZIMEAL SUZAINE AZIMEAL AUGORITHE AXI, HUGA AUGORITHE AXI, HUG	Assign ++> <=> Revoke Cencel	Octent Sident Delegates BOEHNE: MCHAEL GLASS, ENANTER ISMAIL, AMD STIRETER ADBERT THEEOR ROBERT THEEOR ROBERT VOLING, EUDABETH



NOTE: The name of the delegate is transferred from the **Current Submit Delegates** list back to the list of **Current Institution PI Users**.

PI - Delegate PI Authority

The **Delegate PI** function enables a Principal Investigator to delegate PI Authority to another registered Commons user from their institution. Delegating this authority allows the selected user to assist in the completion of the PIs eSNAP application.

PIs - To delegate PI Authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Pl</u> sub-menu link on the <u>Account Administration</u> screen (Figure 3.9).



Figure 3.9: Account Administration Screen Showing **<u>Delegate Pl</u>** *Sub-Menu Navigation Link (ADM1005).*

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.10)

3. From the **Current Institution Users** list, select the name of the individual having delegate PI authority assigned (Figure 3.10).

Sponsored by National Institutes	mons	Welcome jabelson Institution: UNIVERSITY OF MICHIC Authority: PI
	Change Password Verify NIH Support	
Delegate PI Access 🕝		
	You are delegating PI Access for: JAE	BELSON
Current Insitution Users		Current PI Delegates
ABECASIS, GUNLALU	Assign ==>	No PI Delegates Found
ADAMS, JULIE ADMIRAAL, SUZANNE AIELLO, ALLISON	Cancel	
AJROUCH, KRISTINE AKIL, HUDA		
AKIN, CEM AL-HASHIMI, HASHIM AL-FORMETERSY		
ALBERS, JEFFREY		

Figure 3.10: Delegate PI Access Screen (ESP7000)

- 4. Click the \land ssign ==> button.
- 5. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.11).

e R	Commons	Welcome jabelson Institution: UNIVERSITY Authority: PI
Spons	ored by National Institutes of Health Version 2934	Autority. Fi
Home Admin In	stitution Profile Personal Profile Status eSNAP Links eRA Partners Help	
Accounts		
Delegate PI	Delegate PPF Edit Delegate Status Change Password Verify NIH Support	
Delegate PI Co	nfirmation 🚱	
	Please confirm that you want to DELEGATE the person below.	
-		
CONFIRM DELEGATE		
Delegate Name:	Absood, Afaf	
Title:		
	UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:	\sim	
	ANN ARBOR MI 481091274	
	Save	
	\bigcirc	

Figure 3.11: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen, where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.12).

Electronic Research Administration Commons Sponsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Links Accounts Delegate PPF Edit Delegate Status Change Password		Welcome jabelson Institution: UNIVERSITY OF MI Authority: PI
Delegate PI Access 😨	Vocume delegating PI Access for: JABLESON	
	Delegate Assigned Successfully!	
Current Insitution Users ADECASIS, GONCALO ADAMS, JULIE ADMIRAAL, SUZANNE AIELLO, ALLISON AJROUCH, KRISTINE AKIL, HUDA AKIN, CEM AL-HASHIM, HASHIM AL-HASHIM, HASHIM ALBERS, JEFRREY ALBIN, ROGER	Assign ==> <== Revoke Cancel	Current Pi Delegates Absood, Alef

Figure 3.12: Delegate PI Access Screen (ESP7000).

PI - Revoking PI Authority

PIs - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in **Delegate PI Authority** on page 20.
- 2. From the **Current PI Delegation** list, select the name of the individual having their delegated PI authority revoked (Figure 3.13).

Electronic Research Administration CRA Common Spectroed by Nerional Institutes of Nealth House Admin Institution Profile Pressual Profile Scales a SNAP Admin Institution Profile Pressual Profile Scales a SNAP	Verlan 293.4 Links of A. Purtners Holp	Welcome jabelosn Institution: UNIVERSITY OF M Authority: PI
(Concerner P) Delegate POF Edit Delegate Status Change Poss Delegate PI Access @	ward Verby MH Support You are delegating PLAccess for JABELSON	
Chroni Indidio Usans ABECASIS, CONCALO ADAMS, JULIE ADIMFAAL, SUZANNE AIELLO, ALUSON AJ, FOUCH, KRISTINE AJL, HUDA ANRI, CEM ALI-RACHM, HASHM ALI-RACHM, HASHM ALI-RACHM, HASHM ALI-RACHM, FREEV ALBN, ROCER	Assign =>> < Revolue Cancel	Carrent Pi Delegone

Figure 3.13: Delegate PI Access Screen (ESP7000).

- 3. Click the set of th
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.14).

C R Spons	etironic Research Administration Commons pred by National Institutes of Health stitution Profile Personal Profile Status eSNAP Links eRA Partners Help	Welcome jabelson Institution: UNIVERSIT Authority: Pl
Accounts Delegate Pl	Delegate PPF Edit Delegate Status Change Password Verify NIH Support	
	egate Confirmation (?)	
Revoke I I Dek	Please confirm that you want to REVOKE t	the person below.
CONFIRM REVOKE		
Delegate Name:	Absood, Afaf	
Title:		
	UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:	\frown	
	ANN ARBOR: MI 481091274	
	Save Cancel	

Figure 3.14: Revoke PI Delegate Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.15).

Electronic Research Administration Commons Sponsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Link	Version 2.9.3.4	Welcome jabelson Institution: UNIVERS Authority: PI
Accounts Delegate PI Delegate PPF Edit Delegate Status Change Password	d Verify NIH Support	
Delegate PI Access @	You are delegating PLAccess for JABELSON Delegate Revoked Successfully	
Current Institution Users ABECASIS, GONCALO ABSOOD, AFAF ADAMS, JULIE ADMIRAAL, SUZANNE AJENUCH, KRISTINE AKIN, CEM AL-HASHIMI, HASHIM ALBERS, JEFFREY	Assign ==> Cancel	Current Pi Delegates No Pi Delegates Found

Figure 3.15: Delegate PI Access Screen (ESP7000).

NOTE: The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

SO - Delegating PI Authority

Signing Officials have the ability to delegate or assign PI Authority on behalf of an active PI within their institution.

SOs – To delegate PI Authority on behalf of a PI:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Maintain Account</u> sub-menu link on the Account Administration screen (Figure 3.16).



Figure 3.16: Account Administration Screen showing <u>Maintain Account</u> Link (ADM1005).

3. On the **Account List** screen, select "PI" as the **Role**, and then in the remaining fields select and/or enter all available information pertaining to the PI (Figure 3.17).

-						
	Electronic Rese	arch Administi	ration			Welcome jpainter
		Comm	one			Institution: UNIVERSITY 0
						Authority: SO
	Sponsored by Nationa		- 0	ersion 2.9.3.4		
		sonal Profile Status	eSNAP Links eRA Parti	iers Help		
	Accounts					
	Create Account Create Affiliation	Maintain Account	Delegate Submit Delega	te PPF Edit Change Password		
	Account List 🚱					
	Search Criteria					
	Role:	Account Status:	Active 🗸			
	ALL 🔨 Hold down Ctrl key to					
	AA 👘 do multiple select or to	Name:	Last	First		
	AO deselect.		Aldridge	J		
	ASST			\sim		
		User ID:				
C	so v					
				Search Clear		
	Account Search Results					
	User Name User ID	Email /	Address	Account Status	lasti	Jpdated
	No accounts available.	Entany		resount status	Luart	paaroa
	no accounto avanabio.					

Figure 3.17: Account List Screen (ADM1007).

4. Click the Search button.

The Account Search Results display at the bottom of the screen (Figure 3.18).

Bonsored by Nationa		Version 2.9.3.4		Welcome (painter Institution: UNIVERSITY OF MICHIG/ Authority: SO
Accounts	sonal Profile Status eSNAP Links			
Create Account Create Affiliation	Maintain Account Delegate Submi	t Delegate PPF Edit Change P	assword	
Search Criteria				
Role:	Account Status: Active			
AO deselect.	Name: Last Aldridge	First J		
ASST PI SO	User ID:			
		Search C	lear	
Account Search Results 1 - 1 out of 1 records	Prev 1 Next All			
User Name 🔶 User ID 🔷 ALDRIDGE J JWAYNEA	Email Address 🔶 eRATesti@mail.nih.gov	Account Status Active	Last Updated 7/30/2005 20:55:59	Role Action PI View Edit Delete Delete view
JALDHIDDELD JAATNEA	erovi esogrinali.nih.gov	Acuve	//30/2005/20:55:59	Pri view i conti Delete i i i contra della

Figure 3.18: Account List Screen (ADM1007).

5. Click the **Delegate PI** link, located below the **Action** column heading (Figure 3.19).

Demoi Ciemi						
Account Search Results	1 - 1 out of 1 records	Prev 1 Next All				
User Name 🔷	User ID 🔷	Email Address 🔷	Account Status	Last Updated	Role	Action
ALDRIDGE, J	JWAYNEA	eRATest@mail.nih.gov	Active	7/30/2005 20:55:59	PI	View Edit Diriete Delegate Pi

Figure 3.19: Account List Screen (ADM1007) – Account Search Results.

The **Delegate PI Access** screen displays, where a notification - "You are delegating PI Access for (the PI you selected)" – displays at the top of the screen (Figure 3.20).

Create Account Create Affiliation Common Common Common Common Common Create Affiliation Create Affiliation Create Account Create Creat	Version 2.0.3.4	Welcome ipainter Institution:UNICESITY OF MICHIC Authority: SO
Correat Institution Users ABE CASIS, GONCALO ABELSON, JAME ABSOD, AFAF ADAMS, JUZANNE ADMIFAAL, SUZANNE ALILO, ALLISON AJROUCH, KRISTINE AKIL, HUDA AKIN, CEM AL-HASHIM, HASHIM	Assign> Concel	Current Pi Delegates No Pi Delegatos Found

Figure 3.20: Delegate PI Access Screen (ESP7000).

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.20).

6. To delegate PI authority, select the name of the individual having delegate PI authority assigned from the **Current Institution Users** list (Figure 3.21).

Electronic Research Administration Common S Sponsored by National Institutes of Health Vesion 29.3.4 Home Admini Institution Profile Personal Profile Status eSNAP Links eRAPartners Help Accounts Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	Welcome (painter Institution: UNIVERSITY OF Authonty: SO
Delegate PI Access @ You are delegating PI Access for JWAYNEA	
Current Institution Users Current Institution Users ABELOGV. LAMIE ABSODD. AFAF ABSODD. AFAF ABSODD. AFAF ABSODD. AFAF ADAMS. JOLE ADMIRAAL SUZANNE AAROUCH. KRISTINE AKIL. HUDA ALHASHIMI. HASHIM	Current Pi Delegates No Pi Delegates Found

Figure 3.21: Delegate PI Access Screen (ESP7000).

- 7. Click the Assign ==> button.
- 8. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.22).

C C R Sponso	cironic Research Administration Commons red by National Institutes of Health Vesion 293.4	Welcome jpainter Institution: UNIVERSI Authority: SO
Home Admin Ins Accounts	titution Profile Personal Profile Status eSNAP Links eRA Partners Help	
Create Account	Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Delegate PI Co	nfirmation 🛿	
Ŭ	Please confirm that you want to DELEGATE the person below.	
-		
CONFIRM DELEGATE		
Delegate Name:	Abelson, Jamie	
Title:		
	3003 South State, Room 1040	
Address:	\frown	
	ANN ARBOR MI 481091274	
	Save Cancel	
	\bigcirc	

Figure 3.22: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.23).

Electronic Research Administratio	n S	Welcome ipainter Institution:UNIVERSITY OF MICH Authority: SO
	gate Submit Delegate PPF Edit Change Password	
Delegate PI Access @	You are delegating PLAccess for: JWAYNEA	
	Delegate Assigned Successfully	
Correct Institution Users ABECASIS, GONCALO ABSOOD, AFAF ADAMS, JULIE ADMIRAAL, SUZANNE AIELLO, ALUSON AJROUCH, KRISTINIE AKIL, HUDA AKIN, CEM AL-HASHIMI, HASHIM ALBERS, JEFFREY	Assign ==> <== Revoke Cancel	Current Pi Delegates Abelson, Jamie

Figure 3.23: Delegate PI Access Screen (ESP7000)

SO - Revoking PI Authority

SOs also have the ability to revoke PI Authority assigned on behalf of another PI.

SOs - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in *SO Delegating PI Authority*, page 23.
- 2. From the **Current PI Delegates** list, select the name of the individual having their delegated PI Authority revoked (Figure 3.24).

Electronic Research Administration Common Sponsord by National Institutes of Health Home Admin Institutes of Scheduly	Version 2.9.3.4	Welcome jpainter Institution: UNIVERSITY OF MICH Authority: SO
Accounts		
Create Account Create Affiliation (Maintain Account) Delegate Delegate PI Access @	Submit Delegate PPF Edit Change Password	
	You are delegating PLAccess for: JWAYNEA	
	Delegate Assigned Successfully!	
Current Institution Users ABECASIS, GONCALO ABSODD, AFAF ADAMS, JULIE ADMIRAAL, SUZANNE AJROUCH, KRISTINE AKIL, HUDA AKIN, CEM ALHASHIMI, HASHIM ALBERS, JEFFREY	Assign ==> <== Revoke Cancel	Current Pi Delegates Abelson, Jamie

Figure 3.24: Delegate PI Access Screen (ESP7000).

- 3. Click the button.
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.25).

Create Account Create Affiliation (Maintain Account) Delegate Submit Delegate PPF Edit Change Password Revoke PI Delegate Confirmation @	
Revoke PI Delegate Confirmation 🥹	
Please confirm that you want to REVOKE the person below.	
CONFIRM REVOKE	
Delegate Name: Abelson, Jamie	
Title:	
3003 South State, Room 1040	
Address:	
ANN ARBOR MI 481091274	
Save Cancel	

Figure 3.25: Revoke PI Delegate Confirmation Screen (ESP7001)

The system redirects you to the **Delegate PI Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.26).

Electronic Research Administration		Welcome jpainter
	C	Institution: UNIVERSITY O
Common	5	Authority: SO
Sponsored by National Institutes of Health	Version 2.9.3.4	,
Home Admin Institution Profile Personal Profile Status eSNAP L		
Accounts		
Create Account Create Affiliation Maintain Account Delegate	Submit Delegate PPF Edit Change Password	
Delegate PI Access 📀	ů ů	
Delegate I I Access		
	You are delegating PI Access for: JWAYNEA	
	Delegate Revoked Successfully	
	Delegate Revoked Successiony	
Current Insitution Users		Current PI Delegates
ABECASIS, GONCALO		No PI Delegates Found
ABELSON, JAMIE	Assign ==>	Her i belegates i sana
ABSOOD, AFAF		
	Concol	
ADAMS, JULIE	Cancel	
ADMIRAAL, SUZANNE		
AIELLO, ALLISON		
AJROUCH, KRISTINE		
AKIL, HUDA		
AKIN, CEM		
AL-HASHIMI, HASHIM		
1		

Figure 3.26: Delegate PI Access Screen (ESP7000).

NOTE: The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

Delegate Personal Profile (PPF) Update Authority

The eRA Commons **Personal Profile** module contains identifying information on an individual that remains on file with the NIH. As such, it is important that the records stored in the profile are updated (as needed) on a regular basis. To help facilitate this, Principal Investigators (PI), Account Administrators (AA), Administrative Officials (AO), and Signing Officials (SO) have the ability to delegate PPF update authority, which allows personal information records to be updated by a registered Commons user other than the user whose information is contained in the profile.

NOTE: An incomplete personal profile can result in an error on the eSNAP report. Also note that only the user whose information is contained in the profile can delegate or revoke update authority for his/her account.

To delegate authority that allows another user to update your personal profile:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate PPF Edit</u> sub-menu link on the Account Administration screen (Figure 3.27).



Figure 3.27: Account Administration Screen showing **Delegate PPF Edit** *Link* (*ADM1005*).

On the **Delegate PPF Edit Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PPF Edit Delegates** (Figure 3.28).

Electronic Research Administratio	ns	Welcome Jpainter Institution: UNIVERSI Authority: SO
Home Admin Institution Profile Personal Profile Status eSN Accounts Create Account Create Affiliation Maintain Account Delegate		
Delegate PPF Edit Access 📀	You are delegating PPF Edit Authority.	
Cirrent Institution Users ARECASIS: CONCALO ARELSON, JAME ARSOND, AFAF ADAMS, JULIE ADMIRAAL SUZANNE ARELIO, ALLISON AJEOUCH, KRISTINE AKIL, HUDA AKIN, KOEM AJEHAGAM, HASHIM	Acsign =>> Cancel	Current PPF Edit Delegates No PPF Edit Delegates Found

Figure 3.28: Delegate PPF Edit Access Screen (ESP7029).

3. From the **Current Institution Users** list, select the name of the individual having delegate PPF authority assigned (Figure 3.29).

Electronic Research Administration CRA Commons Spontored by National Institutes of Health	Varian 2.0.2.4	Welcome jpainter Institution: UNIVERSITY Authority: SO
Home Admin Institution Profile Personal Profile Status eSNAP Links		
Accounts	Delegate PPF Edit Change Password	
Delegate PPF Edit Access 😳		
-	You are delegating PPF Edit Authority.	
Descent institution User's		Current PPF Edit Delegates
ABECASIS. GONCALO		No PPF Edit Delegates Found
ABELSON, JAMIE	Assign ==>	
ABSOOD, AFA	(A)	
ADAMS, JULIE ADMIRAAL, SUZANNE	Cancel	
AIELLO, ALUSON		
AJROUCH, KRISTINE		
AKIL HUDA		
AKIN, CEM AL-HASHIMI, HASHIM		

Figure 3.29: Delegate PPF Edit Access Screen (ESP7029).

- 4. Click the Assign ==> button.
- 5. On the **Delegate PPF Edit Confirmation** screen, review the information presented, and click **Save** (Figure 3.30).

F I	ectronic Research Administration	Welcome jpain
	ã	Institution: UNIV
III <i>e</i> R	A Commons III	Authority: SO
Show		Autionty. 50
Home Admin Ir Accounts	nstitution Profile Personal Profile Status eSNAP Links eRA Partners Help	
	Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Delegate PPF	Edit Confirmation 📀	
	Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGATE		
Delegate Name:	ABECASIS, GONCALO	
Title:		
	UNIV OF MICHIGAN, SCH OF PUB HLTH	
Address:	1420 WASHINGTON HEIGHTS	
	ANN ARBOR MI 481092029	
	Save	

Figure 3.30: Delegate PPF Edit Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.31).

C C C C C C C C C C C C C C C C C C C		Nons Nealth Varian 2034 s eSNAP Links eRA Partners Help	Welcome (painter Institution: UNIVERSITY O Authority: SO
Create Account Create Affil Delegate PPF Edit Acc		egate Submit Delegate PPF Edit Change Password	
		View are delegating PPF Edit Authority	17
		Delegate Assigned Successfully	
Current Insitution Users			Current PPF Edit Delegates
ABELSON, JAMIE ABSOOD, AFAF	^	Assign ==>	ABECASIS, GONCALO
ADAMS, JULIE ADMIRAAL SUZANNE		<== Revoke	
AJELLO, ALLISON		C Nevere	
AJROUCH, KRISTINE AKIL, HUDA		Cancel	
AKIN, CEM AL-HASHIMI, HASHIM			
ALBERS, JEFFREY	×		

Figure 3.31: Delegate PPF Edit Access Screen (ESP7029).

6. Repeat steps 3 through 5 until the desired delegates are added.

Revoke PPF Update Authority

To Revoke PPF Authority:

- 1. Access the **Delegate PPF Edit Access** screen as described in *Delegate Personal Profile (PPF) Authority* on page 27.
- 2. From the **Current PPF Edit Delegates** list, select the name of the individual having their delegated PPF Edit Authority revoked (Figure 3.32).

Electronic Research Administration Commons Spansored by National Institutes of Nealth Home Admini Institution Profile Personal Profile Status eSNAP Links	Venian 2034 e RRA Partners Help	Welcome (painter Institution: UNIVERSITY Of Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit	Delegate PPE Edit Change Password	
Delegate PPF Edit Access 📀	You are delegating PPF Edit Authority.	
	Delegate Assigned Successfully	
Cturrent Institution Users ABELISON, JAANE ABSODO, AFAF ADAMS, JULIE ADMIRPAAL, SUZANNE ACLUO, ALUSON AJROUCH, KRISTINE AXIL, HUJSON ALIHOSHIM, HASHIM ALBERS, JEFFREY	Assign ==> <-== Revoke Cancel	Current PPF Edit Delegates

Figure 3.32: Delegate PPF Edit Access Screen (ESP7029).



4. On the **Revoke PPF Edit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.33).

EI EI	ectronic Research Administration	Welcome jpainter
$\mathbf{e}\mathbf{R}$	A Commons	Institution: UNIVERSIT
		Authority: SO
	Vesion 2.0.3.4	
Home Admin In Accounts	istitution Profile Personal Profile Status eSNAP Links eRA Partners Help	
	Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Revoké PPF E	dit Delegate Confirmation 😳	
	Please confirm that you want to REVOKE the person below.	
CONFIRM REVOKE		
Delegate Name:	ABECASIS, GONCALO	
Title:		
	UNIV OF MICHIGAN, SCH OF PUB HLTH	
	DEPT OF BIOSTATISTICS	
Address:	1420 WASHINGTON HEIGHTS	
	ANN ARBOR: MI 481092029	
	Save Cancel	

Figure 3.33: Revoke PPF Edit Delegate Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.34).

	Welcome ju Institution: UP Authority: Si Authority: Si PPFEdit Change Password	NIVERSI
Delegate PPF Edit Access ©	fou an Harson FF 54 Authority. Delegate Revoked Successfully	
Current Institution Users ABECASIS, GONCALO ABELSON, JAME ABSOOD, AFAF ADAMS, JUJE ADMIRAAL SUZANNE ADMIRAAL SUZANNE ALILO ALUSON AJEOUCH KRISTINE AKIN, HUDA AKIN, CEM AL-HASHIMI, HASHIM V	Current PPF Edit Dalogi Assign> No PPF Edit Dalogites (Cancel)	

Figure 3.34: Delegate PPF Edit Access Screen (ESP7029)

eSNAP Management

Overview

The **Manage eSNAP** screen is used to view a list of eSNAP reports that you are able to access. The eSNAP reports listed on this page are available to you, and you are able to perform various actions on these reports.

All awards accessible to a PI are listed on the **Manage eSNAP** screen. The awards that are eligible for submission are displayed as a hypertext link (Figure 4.1).

Grant List Manage eSkil? U Manage eSNAP @ OMB Approval Number: OMB No. 0926-0					
OMB Approval Number: OMB No. 0926-0	1001/PHS2590 Approved the				
		Jugni 0313012007			
Select Grant Number link to manage the	eSNAP:				
Grant Applications 1 - 10 out of 15 rect					Curre
	ame	Project Title	Due Date	Status	Revie
	PHEN C BENOIT	Role of CNS Insulin in Learning and Memory	02/16/2006	Not eSNAP Eligible Principal Investigator Work in	STEP
5R01DK064885-03 STE	PHEN C BENOIT	Syndecan & CNS Melanocortin Signaling in Energy Balance	OVERDUE	Principal Investigator Work In Progress	C BEN
	PHEN C BENOIT	INTERACTION OF CNS INSULIN AND MELANOCORTIN SYSTEMS		Not a Shiab Elizable	
	PHEN C BENOIT	INTERACTION OF CNS INSULIN AND MELANOCORTIN SYSTEMS		Not eSNAP Eligible	
	IPHEN C BENOIT	Central Melanocortins in Ingestive Behavioral Processess		Not eSNAP Eligible	
	PHEN C BENOIT	Role of CNS Insulin in Learning and Memory		Not eSNAP Eligible	
	PHEN C BENOIT	Interaction of estrogen and metabolism on memory Syndecan & CNS Melanocortin Signaling in Energy Balance		Not eSNAP Eligible Not eSNAP Eligible	
	PHEN C BENOIT	Behavioral Mechanisms of CNS Melanocortin Action		Not eSNAP Eligible	
	PHEN C BENOIT	Mechanisms of central insulin resistance by dietary fat		Not eSNAP Eligible	

Figure 4.1 : Manage eSNAP Screen (ESP7002).

PIs or users that are delegated PI updating authority use the **Manage eSNAP** screen to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

To access the eSNAP grant list:

- 1. Log on to the eSNAP Module as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the **<u>eSNAP</u>** access tab. The **Manage eSNAP** screen displays with the Grant **List** displayed.

Viewing the eSNAP Grant List
3. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (Figure 4.2).

Borne Admin Institution	ronic Research Administrati Commo d by National Institutes of Heat Profile Personal Profile Status OSUM or OSUMP Upland Science Tof Dusing	D n S Venise 2.0.3.4 Internet Assisted Roview Links eRA Partners Help	Welcome benotisc Institution: UNIVERSITY OF CIRCINNATI Authority: IAR PI Log-dol
eSNAP Menu 😳	esnap Upload Science Edit Jusine	15	
NIH Manuscript Submission 9			
	ystem status: AvAILABLE		
Application Information Grant Number:	5R01DkD64005-03		
Institution:	UNIVERSITY OF CINCINNATI		
PI Name:	STEPHEN C BENOIT		
Project Title:	Syndecan & CNS Melanocortin S	analing in Energy Balance	
Due Date:	02/16/2006	present in consist consistent	
Current Reviewer:	BENOIT, STEPHEN		
Status:	Principal Investigator Work in Pro	gress	
·			
Status of Completion:			
Upload Science	Incomplete		
Organization Information	Incomplete		
Performance Sites	Incomplete		
Key Personnel	Incomplete		
Research Subject	Incomplete		
SNAP Questions	Incomplete		
Inclusion Enrollment	Incomplete		
Line Child Deced		(Dente)	
View eSNAP Report	Validate View Routing History	Route	
Contact Lipbials Desk (Priva	cyNotice Disclaimer Accessibility		
National Institutes of		© 2007 NIH. All Rights Reserved.	
100 9000 Rockville Pike	and Human Service		GRANTS.GOV"
Bethesda, Maryland ;	20892 3	Screen Id: ESP7003	FIND. APPLY. BUCCEED."

Figure 4.2 : eSNAP Menu Screen (ESP7003).

If you are an SO (Signing Official) or an AO (Administrative Officer), you have the option of performing a search for specific grants.

To search for grants:

- 1. Access the **Manage eSNAP** screen, as described in this section.
- 2. Enter the desired search information in the **Search Form** block.

C RA Sponsored by	y National Institutes of le Personal Profile Status	nons	Ir	Velcome cohismoo Isabution: VIRGINIA COMMONWEALTH I uthority: FSR SO CDEV	UNIVERSITY
Manage eSNAP 📀					
OMB Approval Number: OMB No. 0	926-0001/PHS2590 Approved thr	ough 09/30/2007			
Search Form					
Grant Number:	Type Activity	IC Code Serial Number Support Year Suffix Code			
PILast Name:					
Current Reviewer Last Name:					
Status:	All	✓			
		Search			
Select Grant Number link to manag	e the eSNAP:	\smile			
Grant Applications 1 - 3 out of 3 m		Project Title	Due Date		Current
Grant Number	Pi Name		Due Date 07/16/2005	Status	Reviewer CHERM
5K23DA015774-04	KAREN L CROPSEY	Smoking Research With Incarcerated Females	07/16/2005	Reviewer Work in Progress	CHISM CHERML
5R01HL059469-08	Rakesh C. Kukreja	Molecular Mechanisms of Delayed Preconditioning	07/16/2005	Reviewer Work in Progress	CHISM
5K22AI057724-02	ADRIANA E ROSATO	Regulation IntecA gene expression/clinic S.aureus isolates	OVERDUE	Reviewer Work in Progress	JONES
Contact Ushfelp Desk Privacy N				/	•
National Institutes of Hear 9000 Rockville Pike Bethesda, Maryland 2009	and Human 1				ANTS.GOV-

Figure 4.3: All Signing Officials and Administrative Officers have the option of searching for specific grants.

3. Click **Search** to perform the query. A list of matching proposals with hyperlinked grant numbers displays. Proposals displayed in bold text are overdue.

NOTE: The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

4. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (ESP7003).

eSNAP Menu

eSNAP Menu Screen Details

The **eSNAP Menu** screen displays when a grant eligible for submission is selected from the **Grant List**. This screen includes two blocks of information: Application Information and Status Completion.

e RA	Ironic Research Administration Commons a by National Institutions of Markan	Welcome benoîtsc Institution: UNIVERSITY OF CINCINNATI Authority: UAR PI Los
Home Admin Institution	PTOTO - sonal Profile Status OSNAP Internet Assisted Review Links eRA Partners Help as eSNAP I load Science Edt fluxiness	
eSNAP Menu 📀		
NIH Manuscript Submission S	Verlam Status AVAII 401 E	
Application Information		
Grant Number:	5R01D4/064085-03	
Institution:	UNIVERSITY OF CINCINNATI	
PI Name:	STEPHEN C BENOT	
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	BENOIT, STEPHEN	
Status:	Principal Investigator Work in Progress	
Organization Information Performance Stes Key Personnel Research Subject SNAP Questions Inclusion Enrollment View eSNAP Report	Incomplete	
	ncrifictice Coscianner Accessibility	
(a) National Institutes of 9000 Rockville Pike	(Health (NH) Department of Health © 2007 NH. All Rights Reserved. and Human Services Screen Rendered: 06/26/2007 09:53:48 EDT	GRANTS.G
Bethesda, Manland		FIND. APPLY. BUCC

Figure 4.4: eSNAP Menu Screen (ESP7003).

Application Information Block	The application information section provides the user with details pertaining to the selected grant.
Status of	The Status of Completion Block lists each section of the eSNAP and indicates
Completion	whether that section has been completed. Because the complete designation is
Block	optional, sections that show as incomplete may in fact have been completed.

Initiating an eSNAP Report

The *Initiate* option is available for eSNAP reports with a status of Not Started. Access is granted to PIs and PI delegates (Figure 4.5).

NOTE: An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

To initiate an eSNAP Report:

- 1. Access the **eSNAP Menu** screen as described in *Viewing the eSNAP Grant List* on page 32.
- State of Completion:
 Verselection Stremmation

 Oparation Stremmation
 Nonregistre

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- 2. Click **Initiate** (Figure 4.5).

Figure 4.5: eSNAP Menu Screen (ESP7003).

The **eSNAP Menu** displays showing the status of the eSNAP as a Work In Progress (WIP) (Figure 4.6).

Borne Admin Institution Profile Per	Common S New York Status Status Status Status Status Status Status Status S	Welcome benotite Institution: UNIVERSITY OF CINCINNATI Authority: UAR PI
eSNAP Menu © NIH Manuscrift Gutermission Dystem State Application Information Grant Maniber: Institution: PNisme: PNisme: Due Dute:	IROTOKOSA855-03 ARAGERITY OF CIRCIPANTI TEEPHEN C BENOTT Indecara & CNS Intelanocotin Signaling in Energy Balance 2014/2018	
Status: I Status of Completion: Ukias Status of Completion: Ukias Status of Completion: Performance Elles Korp Personnal Research Solbjett Bourgebin SNAP Questions Inclusion Enrollment Mew eSNAP Report Validate	e 66 68 69 Wew Rouding History Roude	
Contact Ushfeto Desk Privacy Notice (National Institutes of Health (NIP 9000 Rockelle Pike Bethesda, Mayland 20892		GRANTS.GOV

Figure 4.6: eSNAP Menu Screen (ESP7003).

eSNAP Business

Overview

The **Edit Business** access tab is available for all grants that have the status of *Work In Progress (WIP)*. Access to business items is granted to all PIs or PI delegates when the PI is assigned as the current reviewer and to AOs and SOs when they are assigned as the current reviewer.

NOTE: Pages can be saved in WIP state when required items are missing; however, submission to NIH is rejected.

To access the Edit Business functionality:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen.

NOTE: The Edit Business menu is only available to the contact PI for the grant. Edit Business is not available to other PIs associated with the grant at this time.

C CRA Sponsore	ronic Research Administration Commons by Nettood Varia Netto 2020 Netto 2020 Neto 2020 Neto 2020 Neto 2020 Neto 2020 Neto 2020 N	Welcome benotisc Institution: UNIVERSITY OF CINCINNATI Authority: URI PI L <u>02-501</u>
eSNAP Menu 📀		
NIH Manuscript Submission 9	stem Status: AVAILABLE	
Application Information		
Grant Number:	5R01DK064085-03	
Institution:	UNIVERSITY OF CINCINNATI	
PI Name:	STEPHEN C BENOIT	
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	BENOIT, STEPHEN	
Status:	Principal Investigator Work in Progress	
Status of Completion:		
Upload Science	Incomplete	
Organization Information	Incomplete	
Performance Sites	Incomplete	
Key Personnel	Incomplete	
Research Subject	Incomplete	
SNAP Questions	Incomplete	
Inclusion Enrollment	Incomplete	
View eSNAP Report	Validate View Routing History Route	
	cvNotce Disclaimer Accessibility	· · · · · ·
National Institutes of 9000 Rockville Pike	Health (NH-0) Department of Health © 2007 NIH. All Rights Reserved. and Human Services Screen Rendered: 06/26/2007 09:53:48 EDT	GRANTS.GOV-
General Bethesda, Maryland		FIND. APPLY. BUCCEED."

Figure 5.1: eSNAP Menu Screen (ESP7003).

Edit Business Sub-Menu

The **Edit Business** access tab allows you to view and edit information pertaining to an eSNAP on the **Edit Business - Org. Info** screen (Figure 5.2).

	onsored by National Institutes of Health	S Institution: UNIVERSITY OF CINCINNATI Authority: IAR PI
Grant List M Org Info Pe dit Busine	Manage eSNAP Upload Science Edit Business rformance Sites Key Personnel Research Subject SN ss - Org. Info ?	nternet Assisted Review Links eRA Partners Help AP and Other Progress Report Questions & Checklist Inclusion Enrollment
ndicates required fin itle of Project	eld	Progress Report Period
	elanocortin Signaling in Energy Balance	Start: 04/01/2005 End: 03/31/2006
rincipal Investigate	or	Applicant Organization
Name:	STEPHEN C BENOIT	Name: UNIVERSITY OF CINCINNATI
ddress:	Line 1 UNIVERSITY OF CINCINNATI	Address: UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE
	Line 2 DEPT OF PSYCHIATRY	CINCINNATI, OH 45221-0127
	Line 3 PO BOX 670559	CINCINNATI OH 45221
	Line 4	UNITED STATES
		EIN: 1316000989A1
	City/State CINCINNATI OHIO	Department: PSYCHIATRY Major Subdivision: SCHOOL OF MEDICINE
	Zip Code/Country 45267055 UNITED STATES	
ione:	(513) 558-4312 Fax (513) 558-89	90
mail:	eRATest@mail.nih.gov	
egrees:	PHD	
	Calendar	
onths Devoted to I	Project: * Academic	
	Summer	
Iministrative Offic		Signing Official
dress information me:	n for the AO or SO must be updated by the official whose i	name appears above the address. Name:
idress:		Address:
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	Fau	Phone: Fax:
none: mail:	Fax	Phone: Fax: E-mail:
	Save	Cancel
	Designate /	As Complete
	Save &	

Figure 5.2: Edit Business – Org. Info Screen (ESP7008).

The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNAP and Other Progress Report Questions & Checklist
- Inclusion Enrollment

Designate as Complete

The bottom of each eSNAP Edit Business section indicates whether the section has been designated as complete. If the section is marked as complete, the name of the person who performed the action and the date the section was designated as complete are indicated. If the section is not marked as complete, you can mark the section as complete by clicking the **Designate As Complete** button located at the bottom of the page (*see* NOTE below, also, *see* **Designate As Complete** button on Figure 5.3).

NOTE: Designating a section as complete does not save the record.

Save and Complete

To store an eSNAP record and indicate that it is officially complete, click the Save & Complete button at the bottom of the page. Once this button is clicked, a message displays to indicate who performed the action and the date the section was marked as saved and complete (see Save & Complete button on Figure 5.3).



Org. Info

NOTE: Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.

The **Edit Business - Org. Info** screen lists project and institution information regarding the selected eSNAP. This screen requests the principal investigator's contact information, percent effort, and the name of your institutional representative. (When multiple PIs are involved, the screen reflects the "Contact" PI only.) Some information may be automatically added by the system. Verify that the pre-populated information is correct. If there are any errors, correct the errors.

To access and complete the **Edit Business - Org. Info** screen:

1. Select the <u>Edit Business</u> access tab from the eSNAP Menu screen.

The Edit Business - Org. Info screen displays (Figure 5.4).

C e F	Electronic Researce	ommons		weicome benotise Institution: UNIVERSITY OF CINCINNATI
Sp	onsored by National 1	9 111 111 9 11 9	Version 2.9.3.2	Authority: IAR PI Lo.
	titution Profile Personal Pr Janage eSNAP Upload Scie			iks eRA Partners Help
			d Other Progress Repo	rt Questions & Checklist Inclusion Enrollme
Edit Busine	ss - Org.Info 🚱			
ndicates required fi litle of Project	eld		Progress Report	Doriod
	lanocortin Signaling in Ener	gy Balance	Start: 04/01/200	
Principal Investigate		,	Applicant Organi	
4 Name:	STEPHEN C BEN	лг	Name:	UNIVERSITY OF CINCINNATI
ddress:	Line 1	UNIVERSITY OF CINCINNATI	Address:	UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE
	Line 2	DEPT OF PSYCHIATRY		CINCINNATI, OH 45221-0127
	Line 3	PO BOX 670559		CINCINNATI OH 45221
		F0 B0X 870559		UNITED STATES
	Line 4		EIN:	1316000989A1
	City/State	CINCINNATI OHIO	Department:	PSYCHIATRY
	Zip Code/Country	45267055 UNITED STATES	Major Subdivisio	N: SCHOOL OF MEDICINE
hone:	(513) 558-4312	Fax (513) 558-8990		
-mail:	eRATest@mail.ni	h.gov		
egrees:	PHD			
	Calendar			
onths Devoted to I	Project: * Academic			
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dministrative Offic		pdated by the official whose name	Signing Official	1055
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-man.		Save Can		
			_	
		Designate As Co	mplete	

Figure 5.4: Edit Business - Org. Info Screen (ESP7008).

• The Title of the Project, Progress Report Period, Principal Investigator, and Applicant Organization sections are prepopulated with the information saved in the database.

NOTE: If the Department displayed on the screen is incorrect, check the Progress Report submitted last year to verify that the same error appeared on the Face Page. The information here should match the information you submitted previously. You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

- 2. Enter the number of Months Devoted to Project:
 - Calendar
 - Academic
 - Summer

See Figure 5.5

Enter the number of months devoted to the project. Three columns are provided depending on the type of appointment being reflected, academic, calendar, and/or summer months. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, for each appointment, identify each separately using the corresponding column. If effort does not change throughout the year, use only the calendar months column. If effort varies between academic and summer months, leave the calendar month column blank and use only the academic and summer month columns. In cases where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for that period.

3. Complete the Administrative Official block of the Edit Business- Org. Info screen (Figure 5.5).

NOTE: The **Administrative Official** block information must be entered before organization information can be saved.

• Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.

	Home Admin Institut Grant List Mana		Version 2.9.3.2 SNAP Internet Assisted Review Lin less	Vercome beronisc Institution: UNIVERSITY OF CINCINNATI Authority: LAR PI <u>Log-out</u> Version 2.9.3.2 Isted Review Links eRA Partners Help er Progress Report Questions & Checklist Inclusion Enrollment		
	Title of Project		Progress Report	Period		
	Syndecan & CNS Melani	ocortin Signaling in Energy Balance	Start: 04/01/200	5 End: 03/31/2006		
	Principal Investigator		Applicant Organiz	ation		
	PI Name:	STEPHEN C BENOIT	Name:	UNIVERSITY OF CINCINNATI		
	Address:	Line 1 UNIVERSITY OF C	CINCINNATI Address:	UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE		
		Line 2 DEPT OF PSYCHI	ATRY	CINCINNATI, OH 45221-0127		
		Line 3 PO BOX 670559		CINCINNATI OH 45221		
				UNITED STATES		
		Line 4	EIN:	1316000989A1		
		City/State CINCINNATI 0		PSYCHIATRY		
		Zip Code/Country 4526705: UNITE	D STATES Major Subdivision	SCHOOL OF MEDICINE		
	Phone:	(513) 558-4312 Fax (5	13) 558-8990			
	E-mail:	eRATest@mail.nih.gov				
	Degrees:	PHD				
		Calendar				
	Months Devoted to Proj	ect: * Academic				
		summer				
Administrative	Administrative Official		Signing Official			
Official Block		the AO or SO must be updated by the offic		ess.		
55	Name:	•	Name:	•		
	Address.		Address:			
			>			
Signing Official						
Block	Phone:	Fau				
	Phone: E-mail:	Fax	E-mail:	Fax.		
			Save Cancel			
		D	esignate As Complete			
			Save & Complete			

Figure 5.5: Edit Business - Org. Info Screen— Administrative Official Block (ESP7008).

4. Complete the Signing Official block of the Edit Business -

Org. Info screen (Figure 5.5).

NOTE: The **Signing Official** block information must be entered before organization information can be saved.

- Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.
- 5. Click **Save** to save information entered (Figure 5.6).

Title of Project					Progress Rep	ort Period
Syndecan & CNS Melanocortin Signaling in Energy Balance					Start: 04/01/	2005 End: 03/31/2006
Principal Investigator					Applicant Org	
PI Name:	STEPHEN C BEN	OIT			Name:	UNIVERSITY OF CINCINNATI
Address:	Line 1	UNIVERSITY	OF CINCINNATI		Address:	UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE
	Line 2	DEPT OF PSY	CHIATRY			CINCINNATI, OH 45221-0127
	Line 3	PO BOX 6705	59			CINCINNATI OH 45221 UNITED STATES
	Line 4				EIN:	1316000989A1
	City/State	CINCINNATI	OHIO	•	Department:	PSYCHIATRY
	Zip Code/Country	4526705t UI	NITED STATES	-	Major Subdivi:	sion: SCHOOL OF MEDICINE
Phone:	(513) 558-4312	Fax	(513) 558-8990	1		
E-mail:	eRATest@mail.ni	ih.gov	1			
Degrees:	PHD					
	Calendar					
Months Devoted to Project	* Academic					
· ·	Summer					
Administrative Official					Signing Officia	al
Address information for the	e AO or SO must be u	ipdated by the	official whose nam	e appe	ars above the a	nddress.
Name:	-				Name:	•
Address:					Address:	
			_			
Phone:	Fax		\cap		Phone:	Fax:
E-mail:					E-mail:	
			Save Ca	ncel		
			De ignate As C	omple	te	
		_	Save & Com	nlete		
			0410 4 001			
	This se	ction has	s not been d	lesio	unated as	s complete
			ignate as Complete			

Figure 5.6: Edit Business - Org. Info Screen, Save Button (ESP7008).

6. Click **Designate As Complete** to indicate that you have added all of the necessary details to this page (see page 37 for more details regarding Designate As Complete functionality).

Title of Project				Progre	ss Report Pe	eriod	
					04/01/2005	End:	03/31/2006
Principal Investigator				Applica	ınt Organizal	tion	
Pl Name:	STEPHEN C BE	NOIT		Name:			OF CINCINNATI
Address:	Line 1	UNIVERSITY	OF CINCINNATI	Addres	s:	UNIVERSIT 2624 CLIFT	/ OF CINCINNATI ON AVE
	Line 2	DEPT OF PS	SYCHIATRY			CINCINNAT	l, OH 45221-0127
	Line 3	PO BOX 670	559			CINCINNAT	
	Line 4			EIN:		131600098	
	City/State	CINCINNATI	оню	 Depart 		PSYCHIATE	
	Zip Code/Coun	try 45267055 U	JNITED STATES	Major 9	Subdivision:	SCHOOL O	MEDICINE
Phone:	(513) 558-4312	Fax	(513) 558-8990				
E-mail:	eRATest@mail	.nih.gov					
Degrees:	PHD						
	Calendar						
Months Devoted to Proj	ect:* Academic						
	Summer						
Administrative Official					Official		
Address information for			e official whose name		e the addres	ss.	
Name: Address:					Name: 🗾 🔻		
Phone:	Fax			Phone			Fax:
E-mail:				E-mail:			
			Save Ca	ncel			
		<	Besignate As C Save & Com				
			i s not been d signate as Complete				

Figure 5.7: Edit Business - Org. Info Screen (ESP7008).

7. Click the **Save & Complete** button (Figure 5.7).

NOTE: Clicking the **Designate As Complete** button does not save your work (see page 37 for more details regarding Designate As Complete functionality).

Performance Sites	The Performance Sites access tab includes information detailing the address or addresses of where the selected project's research work is being conducted. When several performance sites are associated with a project, you must list all sites including VA facilities and foreign sites. A default performance site, based on the institution profile address, is added when the eSNAP is initiated.
Completing Details for	To complete the details included on the Performance Sites access tab:
Performance Site	 Select the <u>Edit Business</u> (<i>see</i> Figure 5.1) access tab from the eSNAP Menu screen. Select the <u>Performance Sites</u> access tab (Figure 5.8).

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	Superand by Marine Institutes of Marine Veena 20.4 Home Any Definition of Marine Institutes of Marine Veena 20.4 Home Any Definition of Marine Institutes of Marine Office Any Definition of Marines Office Any Definition Office Any Definition Office Office Any Definition
	Pietformance Sides form Name
	Address line 1 Address line 2 Address line 3 Address line 4
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	Figure 5.8: Edit Business - Performance Site List (ESP7012).
	2. Add new, Edit, or Delete the current performance address.
Adding a New	To add new performance sites:
Performance Site	1. Enter details of the new performance site into the Performance Sites Form block (Figure 5.8).
	2. Click Save & New . The performance site is added to the selected grant (Figure 5.8).
	NOTE: If the selected project is taking place at more than one location, add additional performance sites.
	3. Click Designate As Complete to indicate that you have completed the information on this page.
Editing an Existing	To edit an existing performance site address:
Performance Site	1. Select the <u>Edit</u> hypertext link located next to the performance site address you would like to edit (Figure 5.9).
	The existing address displays in the Performance Sites Form block.
	 Make the necessary modifications to the address in the Performance Sites Form block (Figure 5.8).
	3. Click Save & New . The new performance site address is added to the selected grant.
	4. Click Designate As Complete to indicate that you have completed the information on this page.
Deleting an Existing	To delete an existing performance site address:
Performance Site	 Select the <u>Delete</u> hypertext link located next to the performance site address you would like to delete (Figure 5.9).

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Figure 5.9: Edit Business - Performance Site List (ESP7012).

The **Delete Performance Site** screen displays (Figure 5.10)

2. Click **Delete** at the bottom of the **Delete Performance Site** screen (Figure 5.10).

The performance site is deleted from the selected grant's record. You are returned to the **Edit Business - Performance Site List** screen.

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Figure 5.10: Delete Performance Site Screen (ESP7010).

3. Click **Designate As Complete** to indicate that you have completed the information on this page (Figure 5.8).

Key Personnel

The **Key Personnel** access tab includes a listing of individuals who contribute to the scientific development or execution of the project in a substantial, measurable way, whether or not a salary has been requested.

Individuals designated as *Other Significant Contributors*, (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should not be included in this report unless their involvement has changed so that they now meet the definition of *key personnel*.

Key Personnel Details

To add details to the Key Personnel access tab:

 Select the Edit Business (see Figure 5.1) access tab from the eSNAP Menu screen. Select the Key Personnel access tab (Figure 5.11).

NOTE: The SSN input field on the **Edit Business - Key Personnel List** screen only accepts the last four digits of an SSN.

NOTE: The **Edit Business - Key Personnel List Screen**—Personnel Block, the column **Months Devoted to Project** replaces **Annual % Effort** (*see* **Months Devoted to Project** on page 39).

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Figure 5.11: Edit Business - Key Personnel List Screen (ESP7007).

2. Add new, Edit, or Delete the current key personnel listing.

NOTE: "(Contact)" displayed adjacent to a PI name in the **Personnel** block **Role(s)** column designates that the PI is the actual PI for the grant (*see* **Multiple Principal Investigator (MPI)** on page 13).

To add new key personnel details:

Adding New Details for Key Personnel

- 1. Add the appropriate information to the **Personnel Form** block (Figure 5.12).
- 2. Click **Save & New**. The information that you have added displays in the **Personnel** block at the bottom of the screen (Figure 5.12).
- 3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

NOTE: For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

To edit and existing key personnel listing:

Editing Key Personnel Details

1. Select the **Edit** hypertext link located next to the key personnel listing that you would like to edit (Figure 5.12).

The key personnel listing information displays in the **Personnel Form** block of the screen.

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Figure 5.12: Select the Edit hypertext link to make modifications to the key personnel listing.

- 2. Make the necessary changes to the information located in the **Personnel Form** block.
- 3. Click **Save & New**. The information is updated for the selected listing.
- 4. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

NOTE: For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

NOTE: Only **Months Devoted to Project** can be edited for Contact PI and PI key personnel data

To delete a key personnel listing:

Deleting Key Personnel Details

1. Select the **Delete** hypertext link located next to the key personnel listing that you would like to delete (Figure 5.13).

NOTE: The **Delete** hypertext link only displays adjacent to Key Personnel detail records that can be deleted. Key Personnel detail records with PI or MPI roles cannot be deleted.

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Figure 5.13: Select the Delete hypertext link to remove the key personnel listing from the selected grant's record.

The Delete Key Personnel screen displays (Figure 5.14).

2. Click **Delete** at the bottom of the **Delete Key Personnel** screen (Figure 5.14).

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Figure 5.14: Click Delete to remove the key personnel listing from the grant's record.

You are returned to the Edit Business - Key Personnel List screen.

3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

Research Subject The **Research Subject** screen includes information related to human subjects and vertebrate animal research.

To add Research Subject details:

1. Select the **Edit Business** (*see* Figure 5.1) access tab from the **eSNAP Menu** screen. Select the **Research Subject** access tab (Figure 5.15).

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		^		
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Figure 5.15: Edit Business- Research Subject Screen (ESP7028).

•

2. Select the appropriate response to each of the listed questions.

Human Subject Section

Select *No* if activities involving human subjects are not planned at any time during the proposed budget period. The remaining questions in the Human Subjects section are then not applicable. Select *Yes* if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned at any time during the budget period, either at your organization or at any other performance site or collaborating institution. *See Inclusion Enrollment* on page 60 for details.

Does the proposal involve human subjects?

• Has the involvement of human subjects changed since the previous submission?

If yes, the change must be addressed in the Progress Report.

Select *Yes* if the involvement has changed since your previous submission. You must discuss these changes in your progress report (*see Accessing the Upload Science Screen* on page 63 for more information about progress reports).

• Is the research exempt?

Select *Yes* if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select *No* if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

• NIH-defined Phase III Clinical Trial

Select *Yes* or *No* to indicate whether the project is an NIH-Defined Phase III clinical trial.

• Full IRB Review?

Select Yes or No to indicate whether the project has received full IRB review.

Human Subject Education:

Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.

Note, if the human subjects research is exempt under exemption #4, then this documentation is not required. (*See* Figure 5.15 for a view of the text box that follows this question.)

Animal Subject Section

• Does the proposal involve animal subjects?

Select *Yes* if activities involving vertebrate animals are planned at any time during the budget period, either at the applicant organization or at any other site or collaborating institution.

• Has the involvement of animal subjects changed since the previous submission?

If there has been no change, select *No*. If vertebrate animals were not involved in the last application but are now to be included, or if significant changes regarding the use of animals are now proposed, select *Yes* and provide a description in the progress report.



Figure 5.16: Click Save & Complete to indicate that you have completed the Edit Business - Research Subject Screen.

- 1. Click **Save** to save the details that you have added to the **Edit Business Research Subject** screen.
- 2. Click **Designate As Complete** to indicate that you have completed the information on the **Research Subject** screen.

SNAP and Other Progress Report Questions & Checklist The **SNAP and Other Progress Report Questions & Checklist** page (ESP7018) lists questions relating to the following categories:

- SNAP questions
- Inventions and patents
- Program Income
- Facilities & Administration

NOTE: If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in *Performance Sites* on page 42.

To add details to the **Edit Business - SNAP and Other Progress Report Questions & Checklist** screen:

> Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab (Figure 5.17).

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Figure 5.17: Edit Business - SNAP and Other Progress Report Questions & Checklist (ESP7018).

2. Select the appropriate answer to each listed question. If you select *Yes* as the answer, you must provide an explanation in the text box below the question.

NOTE: The contents of each text box may not exceed 2000 characters.

eSNAP Section

• Has there been a change in the other support of key personnel since the last reporting period?

If yes, explain the change(s) and attach complete Other Support Information:

(*See* Figure 5.17 for a view of the text box and files block that follow this question.)

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, **submit complete Other Support information** using the suggested format and instructions found in the PHS 398 application (MS Word or PDF). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator to be key to the project.

Do not routinely include Other Support information for "Other Significant Contributors", e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual listed in this category has changed such that they are now considered "key personnel", this change should be indicated in this section and Other Support information provided.

• Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a NGA-specified person on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided.

• Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

Explain any estimated unobligated balance (including prior year carryover) that is greater than 25 percent of the current year's total budget. Provide an explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period.

Program or grants management staff may require additional information in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award. If a project or grantee organization requires closer monitoring by NIH staff, the project or organization may not use these simplified instructions.

If you have any questions, contact the grants management specialist identified on the current Notice of Award.

• Change in select agent research?

If yes, please explain in the Progress Report.

Select "No" if the activities planned for the coming year are not different from the previous submission.

Select "Yes" if proposed research involving Select Agents is different from that proposed in the previous submission. Include an explanation as part of the progress report.

• Change in Multi PI Leadership Plan?

If yes, please explain in the Progress Report.

This section is only applicable if Multiple PIs are part of the approved project. Select "No" if there is no change in the leadership plan as originally proposed and approved.

Select "Yes" if there has been any change in the governance and/or organizational structure of the Multiple PI Leadership Plan including communication plans and procedures for resolving conflicts. Discuss any changes to the administrative, technical, and scientific responsibilities for the PIs in the progress report.

If this submission includes a change in the contact PD/PI, select "Yes" and address this change and the impact, if any, the change has on the administrative, technical, and scientific responsibilities for the PDs/PIs.

Inventions and Patents Section	•	Were any inventions conceived or first actually reduced to practice during the course of work under this project?
oconom		If yes, has the invention been previously reported?
	If Yes is selected	, indicate if the invention has been previously reported.
Program Income Section	•	Is program income anticipated during the proposed period for which support is requested?
Section		If yes, save changes by clicking on the "Save" button and then click here to enter / edit program income information.
	1 0	am income is anticipated during the proposal period for which ted. If you have made any changes to any information on the

support is requested. If you have made any changes to any information on the page, click Save before editing the program income. *See Program Income* on page 55 for more information about completing this section if program income is anticipated.

Complete this section only if there is a change in Performance sites that will affect F&A costs.

(*See* Figure 5.17 for a view of the text box for the Facilities & Administration Section response.)

3. Click **Save** to save the details that you have added to the screen.

Facilities &

Administration Section

4. Click **Designate As Complete** to indicate that you have completed the information on the **SNAP Questions & Comments** screen.

Program Income

You have the option of adding, editing, or deleting details related to the anticipated amount of program income during the proposal period for which support is requested.

 Select the Edit Business access tab from the eSNAP Menu screen. Select the SNAP and Other Progress Report Questions & Checklist access tab (Figure 5.17).

NOTE: If you have made any changes to the **SNAP and Other Progress Report Questions & Checklist** screen, please click **Save** to save any changes you have made prior to editing the program income information to ensure that the information entered is not lost.

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Figure 5.18: Edit Business - SNAP and Other Progress Report Questions & Checklist Partial View (ESP7018).

 Select the <u>click here to enter / edit program income</u> <u>information</u> hypertext link (Figure 5.18). The Edit Business
 Program Income screen displays (Figure 5.19). Edit Business -Program Income Screen Fields

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04/05/2006 - 04/05/2007	\$20,000.00 NIH		Edit I Delete

Figure 5.19: Edit Business - Program Income Screen (ESP7016).

Field		Description
Budget Period Start Date	-	Start date for the Budget period where program income is anticipated.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Budget Period End Date	_	End date for the Budget period.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Anticipated Amount	_	Anticipated Program Income amount.
		Amount entered must be greater than zero.
Source of Income	_	Source of the Program Income.
		The length of the value entered is limited to 50 characters.

NOTE: A value is required for all fields.

To add Program Information:

Add Program Income Information

1. Enter the required fields (Figure 5.20 and field descriptions above).



Figure 5.21: Edit Business - Program Income Screen with New Program Income Information added. (ESP7016).

Edit Program Income Information

- To edit Program Income information:
 - 1. Access the **Edit Business Program Income** screen as described on page 55.

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Figure 5.22: Edit Business - Program Income Screen showing Edit Link (ESP7016).

2. Select the **Edit** hypertext link for the Program Income block item needing editing (Figure 5.22).

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Figure 5.23: Edit Business - Program Income Screen showing the Fields available for Edit. (ESP7016).

- 3. Enter the desired field changes (*see* field descriptions on page 56).
- 4. Click Save & New.

The **Edit Business - Program Income Screen** redisplays with updated Program Income information displayed for the edited Program Income block item.

5. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab to return to the <u>SNAP</u> and Other Progress Report Questions & Checklist screen.

To delete Program Income information:

Delete Program Income Information

1. Access the **Edit Business - Program Income** screen as described on page 55.

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Figure 5.24: Edit Business - Program Income Screen (ESP7016).

2. Select the **Delete** hypertext link for the Program Income block item to be deleted (Figure 5.24).

The Delete Program Income screen displays (Figure 5.25).

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Figure 5.25: Delete Program Income Screen (ESP7014).

3. Click Delete.

The program income details are removed from the grant's record.

Inclusion Enrollment

The eSNAP system allows you to enter cumulative enrollment of subjects' todate and their distribution by sex/gender and ethnicity/race directly into the system. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses your information to determine which report is viewed.

NOTE: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

NOTE: You have the option of using the 5/01 or 4/98 format of the Inclusion Enrollment report for awards made as a result of New and Competing Applications received before January 10, 2002. If you choose to use the 5/01 format, you must continue to use that format for the remaining years of the project.

5/01 Inclusion Enrollment Report

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race. Use the 5/01 format of the Inclusion Enrollment report for awards made as a result of New and Competing applications submitted after January 10, 2002.

This report is divided into two parts

• Part A

In the first section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated ethnic categories. In the second section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated racial categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

NOTE: The total number of all subjects entered in the racial categories must equal the total number of all subjects entered for the ethnic categories. For example, if you have enrollment data for 100 subjects, describe all 100 in terms of ethnicity *and* all 100 in terms of race.

• Part B

In Part B you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) Hispanic or Latino subjects.

NOTE: The total number of subjects reported in Part B must be equal to or less than the totals reported in Part A.

This total usually reflects a subset of the information reported in Part A. For example, you have enrollment data for 100 subjects and 50 of these subjects reported Hispanic/Latino ethnicity. Part B is used to report the racial information for these 50 Hispanic/Latino subjects.

4/98 Inclusion Enrollment Report

In this report you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown) subjects for each of the indicated ethnic categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

To complete the Inclusion Enrollment Report:

1. Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>Inclusion Enrollment</u> access tab.



Figure 5.26: Edit Business- Inclusion Enrollment Screen (ESP7032)

2. Select the appropriate hypertext link to complete the 4/98 or 5/01 format of the Inclusion Enrollment Report.

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Not Hispanic or Latino	132	0	0	132			
Unknown (Individuals not reporting ethnicity)	0	0	0	0			
Ethnic Category: Total of All Subjects*	136	0	0	136	_		
Racial Categories							
American Indian or Alaska Native	1	0	0	1			
Asian	1	0	0	1			
Native Hawaiian or Other Pacific Islander	0	0	0		MUST		
Black or African American	0	0	0	0	MATCH		
White	127	0	0	127			
More than one race	7	0	0	7			
Unknown or not reported	0	0	0	0			
Racial Categories: Total of All Subjects*	136	0	0	136			
PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Latin			Unknown or				
Racial Categories	Females	Males	Not Reported	Total			
American Indian or Alaska Native	0	0	0	0			
Asian	1	0	0	1			
Native Hawaiian or Other Pacific Islander	0	0	0	0			
Black or African American	0	0	0	0			
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Figure 5.27: 5/01Inclusion Enrollment Report Table (ESP7036)

- 3. Complete the details of the **4/98 Inclusion Enrollment Report Table** or **5/01 Inclusion Enrollment Report Table**.
- 4. Click **Save** at the bottom of the screen.
- 5. Click **Designate As Complete** at the bottom of the **Edit Business - Inclusion Enrollment** screen.

NOTE: The **5/01 Inclusion Enrollment Report Table** is shown in Figure 5.27.

eSNAP Science

Overview

Science items (Progress Reports and research accomplishments) can be uploaded for eSNAP reports with a status of Work in Progress (WIP). Access to science items is granted to PIs or PI delegates when the PI is the current reviewer.

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period. The report addresses the specific aims of the project, detail the studies directed toward these aims and their results, emphasize the significance of the findings, summarize plans to address the aims during the next year of support, and describe the resources generated by the project that are available to be shared with other investigators. *See* <u>http://grants.nih.gov/grants/funding/2590/2590.htm</u> for more detailed information. Do not use any PHS2590 fillable form pages for any file uploads. Text inserted into the fillable form pages is not saved once the eSNAP Progress Report is submitted to NIH.

Accessing the Upload Science Screen

The Upload Science screen allows you to upload the following:

- Progress Report
- support information
- bio sketches for key personnel
- research accomplishments
- publication citations

NOTE: SOs and AOs can upload/remove Research Accomplishments and Other eSNAP files.

To access the Upload Science screen:

1. Access the eSNAP Menu screen to select the desired grant as described in *Viewing the eSNAP Grant List* on page 32.



Figure 6.1: eSNAP Menu Screen (ESP7003).

2. Select the <u>Upload Science</u> access tab to view the Upload Science screen (Figure 6.2).

NOTE: The Upload Science menu is only available to the contact PI for the grant. Upload Science is not available to other PIs associated with the grant.

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Figure 6.2: Upload Science Screen (ESP7022)

Upload Science Screen Details	The Upload Science screen consists of three blocks of information: Information block, Files block, Publication Information, and Publications block.					
Information Block	The Information block lists the name of the PI, the grantee institution, and the grant number.					
Files Block	The Files block indicates whether Progress Report, Research Accomplishments, or Other files have been attached to the eSNAP. This section lists the name of the local file, date that the file was created (uploaded in eSNAP) and the document status (files uploaded in Microsoft Word format are given a temporary status of Pending until the conversion to Adobe Acrobat PDF format is complete and the status is changed to Completed). A link is provided to import a new or edited file.					
Publication Information Block	The Publication Information block exists to allow you to add publications to the grant's record.					
Publications Block	The Publications section indicates whether any PI publications have been associated with the eSNAP. Associated publications are listed with the NLM accession number (if applicable) and the citation text. Publications that have not yet been added to the PI's personal profile may be added and included with the eSNAP from this section.					
Attaching Files	You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your Progress Report, you should merge these documents into one file. To merge the documents into one file copy the biosketch and other support information and paste that information at the beginning of your Progress Report. Save it as one file and upload it as one file.					
	File formats that can be uploaded are Microsoft Word documents with the (.doc) file extension, ASCII text files with the (.txt) file extension, or Adobe Portable Document Format (PDF) files with the (.pdf) file extension. Uploaded files are stored in the system in the PDF format. If your file doe not include one of these extensions, the system will not recognize the file.					
	NOTE: Microsoft Word and text files are converted to PDF when uploaded.					
	The Progress Report should not exceed two pages. This is exclusive of any bio- sketches or other support information. In addition to file format limitations, uploaded files are restricted by size. The file must be 3 megabytes (3MB), 3 million bytes, or less. Files larger than 3MB are not accepted by the system.					
	To easily find the size of a Microsoft Word, text, or PDF file on a personal computer:					
	1. Locate the file to be uploaded on your computer.					
	2. Click on the file with the right mouse button.					
	A pop-up menu window displays with options.					
	3. Highlight and click the Properties option (Figure 6.3).					

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Figure 6.3: Click Properties.

The **Properties** window displays with the file's size attribute (Figure 6.4).

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		Мос	dified:	Friday, June 01, 2007, 2:42:27 PM	
		Acc	essed:	Today, June 19, 2007, 10:50:29 AM	
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Figure 6.4: File Properties Window Displaying File Size.

To attach Progress Reports, Research Accomplishments, and other files using the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 63. Locate the **Files** block (Figure 6.5).

Uploading an Attachment

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Figure 6.5: Upload Science Screen (ESP7024).

2. Click **Import** next to the desired file (Progress Report, research accomplishment, or other) (Figure 6.5 above).

NOTE: Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

The **Upload File Screen** displays (Figure 6.6).



Figure 6.6: Upload File Screen (ESP7024)

3. Select the file you would like to upload.
There are two different methods that you can use to choose a file to upload:

I. Type the complete path to the location of the file and the name of the file you would like to upload; for example: c:\myFolder\myProgressReport.doc.

— Or —

- II. Click **Browse** to locate the file you would like to upload.
- 4. Click **Upload File** to attach the file to the eSNAP. A message displays at the top of the screen to verify that the file has been uploaded successfully (Figure 6.7).

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Figure 6.7: Upload Science Screen (ESP7024).

The file is given a temporary status of *Pending* until the upload is complete and the status is changed to *Complete*.

Removing an Attached File To remove an attached file using the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 63. Locate the **Files** block (Figure 6.8).

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Figure 6.8: Upload Science Screen (ESP7024).

2. Click the **Remove** button next to the file to be unattached (Figure 6.8 above).

The **Upload File** screen displays showing the name of file to be removed and **Delete File** and **Cancel** options (Figure 6.9).

3. Click **Delete File** (Figure 6.9).

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Figure 6.9: Upload File Screen (ESP7031)

The **Upload Science Screen** displays. The **Status** column of the selected file is changed to *Not Uploaded* (Figure 6.10).

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Progress Report File:*	Continuing Review Stu	dy/r3.doc 07/06/2005	COMPLETED	Import Remove
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Figure 6.10: Upload Science Screen (ESP7024).

4. Click **Designate As Complete** once you have added all of the necessary information to the **Upload Science** screen.

NOTE: For more information about the **Designate As Complete** button functionality, *see* page 37.

Peer-reviewed publications directly relevant to the proposed project, with a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the **Upload Science** screen and is based on the publication information provided in the Personal Profile section of the eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that do not appear in the Publications list:

 Access the Upload Science screen, as described in Accessing the Upload Sciences Screen on page 63. Locate the Publication Information block (Figure 6.11).

Associating Publications

Citation ID:		
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	PUBMED 15	endotrest, revain (sockson) revised on the sector. 823786 Toobert DJ, Strycker LA, Glasgow RE, Barrera Jr M, Angell K; Effects of the mediterranean lifestyle program on multiple risk behaviors and psychosocial outcomes at risk for heart disease; 2005 Apr, Ann Behav Med; 23:2: 128-37; 1 RO1 HL062156-01
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	nstitutes of Health (NIH) sville Pike	

Figure 6.11: Upload Science Screen (ESP7024).

- 2. Type the NLM Accession Number in the **Citation ID** field.
- 3. Type the complete publication reference in the **Citation Text** field.

For example: Radiologic Assessment of Early Rheumatoid Arthritis", Journal of Rheumatology, pp 100-103, June 2002, T. Conturo.

4. Click **Save & New** to add the publication to your Personal Profile and to the listing of Publications associated with the selected grant record (Figure 6.12).

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Figure 6.12: Upload Science Screen (ESP7024).

To associate a publication that appears in the Publications list:

- Access the Upload Science screen, as described in Accessing the Upload Science Screen on page 63. Locate the Publications block.
- 2. Select the check box next to the publication(s) that you would like to associate with the selected record (Figure 6.13).

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Figure 6.13: Upload Science Screen (ESP7024).

- 3. Click **Save** to update the science information.
- 4. Click **Designate As Complete** to indicate completion of the **Upload Science** screen.

NOTE: For more information about the **Designate As Complete** button functionality, *see* page 37.

eSNAP Report Details

Overview

The eSNAP report must follow specific procedures prior to submission. When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority is the current reviewer, the validated eSNAP can be submitted to the NIH.

After an eSNAP Report has been initiated, PIs, PI delegates, and others working on the selected grant have the option of viewing that report. All SOs and AOs can view the eSNAP report at any time. The eSNAP Report displays in Adobe Acrobat PDF format.

NOTE: The eSNAP report in PDF format has a blank submission date, and shows a status of *Draft* until the eSNAP has been submitted.

To view the eSNAP Report:

1. Access the eSNAP Menu page as described in *Viewing the eSNAP Grant List* on page 32.

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Figure 7.1: eSNAP Menu Screen (ESP7003).

Viewing an eSNAP Report

2. Click View eSNAP Report.

A File Download window displays (Figure 7.2).

File Dow	rnload 🛛 🔀
Do you	ı want to open or save this file?
POF	Name: ESNAP6928422.pdf Type: Adobe Acrobat Document From: commons.test.era.nih.gov Open Save Cancel
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Figure 7.2: File Download Window.

3. Click **Open** to view the report, or **Save** to download the report, or Cancel to close the **File Download** window.

The eSNAP Report displays in Adobe Acrobat PDF format when **Open** is selected (Figure 7.3).

ESNAP Report			DRAFT
Form Approved Through 09/03/20	007		OMB No. 0925-001
Grant Number		Total Project Period	
5K23DA15774-4		From: 09/30/2002	To: 08/31/2007
EIN: Revi	ew Group:	Requested Budget Period:	
1546001758A1 NID	А-К	From: 09/01/2005	To: 08/31/2006
Title of Project:		1	Due Date: 07/16/200 Submitted Date:
Smoking Research With Incarcerat	ed Females		Submitted Date:
Principal Investigator:		Applicant Organization:	•
KAREN L CROPSEY WEST HOSPITAL DEPT OF PSYCHIATRY		VIRGINIA COMMONWEALTH PO BOX 980568 RICHMOND , VA 232980568	UNIVERSITY
1200 EAST BROAD STREET 11TH FL, BOX 980109		Department: PSYCHIATRY	
RICHMOND, VA 23298		Major Subdivision: MEDICAL	COLLEGE OF VIRGINIA
Phone Number: (804) 827-1708 Fax Number: (804) 828-9906 Email Address: eRATest@maiLnit	n.gov		
Administrative Official:		Signing Official:	
Susan Robb PO BOX 568 RICHMOND , VA 232980568		Susan Robb PO BOX 568 RICHMOND , VA 232980568	
Phone Number: 8048286772 Fax Number: 8048282521 Email Address: eRATest@mail.nit	n.gov	Phone Number: 8048286772 Fax Number: 8048282521 Email Address: eRATest@ma	il.nih.gov
Human Subjects: 🛄	No 🛎 Yes	Vertebrate Animals: 🛛 🛎	No 🖾 Yes
Research Exempt:	No 🖾 Yes	Inventions and Patents:	🛎 No 🖾 Yes
Exemption No: FWA Numbe	: FWA00005287	Previously Reporte	d
Full IRB:	No 🗷 Yes	Not Previously Rep	orted
Phase III Clinical Trial: 🛛 🗳	No 🗷 Yes		
Program Income: 💌 No	🖸 Yes		
Budget Period	Anticipated Amount	Source	
F&A Changes:			
Performance Sites: VIRGINIA COMMONWEALTH UNI PO BOX 980568 RICHMOND VA 232980568	VERSITY		

Figure 7.3: eSNAP Report Page 1; Adobe Acrobat PDF format.

NOTE: eSNAP reports, for grants having multiple PIs associated with the grant, display all associated PIs. The grant's actual PI is designated with (Contact) adjacent to the PI name. (Not shown in Figure 7.3)

Routing an eSNAP Report

The eSNAP system allows you to route the eSNAP report to the next reviewer or to the previous reviewer for further review or corrections.

To route an eSNAP report:

 Access the eSNAP Menu screen for the desired grant from the Manage eSNAP access tab, as described in eSNAP Menu Screen Details on page 34.

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Application Information			
Grant Number:	5R01Dk:064885-03		
Institution:	UNIVERSITY OF CINCINNATI		
PI Name:	STEPHEN C BENOIT		
Project Title:	Syndecan & CNS Melanocortin	Signaling in Energy Balance	
Due Date:	02/16/2006		
Current Reviewer:	BENOIT, STEPHEN		
Status:	Principal Investigator Work in I	frogress	
Status of Completion:			
Upload Science	Incomplete		
Organization Information	Incomplete		
Performance Sites	Incomplete		
Key Personnel	Incomplete		
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Figure 7.4: eSNAP Menu Screen (ESP7003).

2. Click Route.

The Route to Next Reviewer screen displays (Figure 7.5).

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Figure 7.5: Route to Next Reviewer Screen (ESP7021).

- 3. From the **Next Reviewer** drop down list, select the reviewer's name to receive the routed eSNAP, (Figure 7.5).
- 4. Add the necessary comments to the **Comments** text box.
- 5. Click **Submit**.

The *Program Director/ Principal Investigator (PD/PI)* assurance agreement displays (Figure 7.6 also, *See* the **PD/PI Assurance Agreement** text on page 78).



Figure 7.6: Program Director/ Principal Investigator (PD/PI) Assurance Agreement.

For PD/PIs **without** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission."

For PD/PIs **with** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission.

In addition, I have been delegated the authority to submit this progress report on behalf of the institution. Therefore, the institution accepts the obligation to comply with the PHS terms and conditions if a grant is awarded as a result of this submission."

6. Click **I Agree** to accept the responsibilities identified in the message, to route the eSNAP, and to return to the **eSNAP Menu** screen. A confirmation displays notifying you that the eSNAP has been successfully routed (Figure 7.7).

NOTE: The current assigned reviewer can submit any or all eSNAP documents not submitted.

PD/PI Assurance Agreement Text



Figure 7.7: eSNAP Menu Screen (ESP7003).

The eSNAP system also allows you to view a routing history table that lists all individuals who have reviewed the selected eSNAP, whether the reviewer has routed the grant, and on what dates the notification was sent to the reviewer, and the reviewer's decision was made. This option is available to PIs, PI Delegates, and current reviewers. Additionally, SOs and AOs can view the routing history at any time.

To view an eSNAP Report's routing history:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 34 for further information.

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Figure 7.8: eSNAP Menu Screen (ESP7003).

Viewing Routing History

2. Click View Routing History.

The View Routing History screen displays (Figure 7.9).

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HistoryList		
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BENOIT, STEPHEN C	108 0312/2007 12:43:13 EDT	
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	© 2007 NIH, All Rights Reserved.	
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Bothesda, Maryland 20892	Screen ld: ESP7020	FIND. APPLY. BUCCEED."

Figure 7.9: View Routing History Screen (ESP7020).

3. View the grant's routing history. Click **Back** to return to the **eSNAP Menu** screen.

The eSNAP application offers you the option of recalling an eSNAP that you have routed to another reviewer. When you recall an eSNAP you can then set yourself as the current reviewer. Signing Officials can recall an eSNAP at any time, even if they are not the last reviewer. Principal Investigators can recall an eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to route the eSNAP). This is useful in situations where an eSNAP has been misrouted either to the wrong person or to someone who is unavailable.

To recall an eSNAP report:

 Access the eSNAP Menu screen for the desired grant that has been routed to another reviewer. See eSNAP Menu Screen Details on page 34 for further information.

Recalling an eSNAP Report

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Grant Number:	5R01Dk064085-03	
Institution	UNIVERSITY OF CINCINNATI	
PI Name:	BENOIT, STEPHEN C	
Project Title:	Syndecan & CNS Melanocottin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	Housh, Tana M	
Status:	Reviewer Work in Progress	
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Figure 7.10: eSNAP Menu Screen (ESP7003).

2. Click **Recall**.

The eSNAP Menu page displays a confirmation that the eSNAP has been successfully recalled. The former reviewer receives an email notification letting them know that you have recalled the eSNAP.

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eSNAP Menu 📀		
The application has been su NIH Manuscript Submission	ccessfully recalled. You have been set as the Current eSNAP Reviewer. System Status: AVAII ABI F	
restication Information		
Grant Number:	50010U08700570	
Institution:	UNMERSITY OF CINCINNATI	
PI Name:	BENOIT, STEPHEN C	
Project Title: Due Date:	Syndecan & CNS Melanocortin Signaling in Energy Balance 02/16/2006	
Current Reviewer:	BENOT, STEPHEN C	
Status:	Principal Investigator Work in Progress	
Organization Information Performance Stees Nery Personnel Research Subject SNAP Questions Inclusion Enroltment View eSNAP Report	Incomplete Incomplete Incomplete Incomplete Incomplete	
I Contact UstHelp Desk I Frite Mational Institutes of Patients Annual Contact States of Bethesda, Maryland	and Human Services Screen Rendered: 07/09/2007 07:54:11 EDT	GRANTS.GOV

Figure 7.11: eSNAP Menu Screen (ESP7003).

Validating an eSNAP Report Validate the eSNAP to check all the required data fields in the Work in Progress (WIP). The system displays error messages for each field with incorrect or missing data.

NOTE: Validation can only occur once all sections of the eSNAP have been designated as complete. An eSNAP can be validated at any time once its status is WIP and it can be validated multiple times.

To validate an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 34 for further information.

Elect	ronic Research Administration	Welcome benoitsc
PRA	Commons	Institution: UNIVERSITY OF CINCINNATI
		Authority: IAR PI Log-ou
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contra menu v		
NIH Manuscript Submission S	ystem Status: AVAILABLE	
Application Information		
Grant Number:	5R01DKD84885-03	
Institution:	UNIVERSITY OF CINCINNATI	
PI Name:	STEPHEN C RENOIT	
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	BENOIT, STEPHEN	
Status:	Principal Investigator Work in Progress	
Status of Completion:		
Upload Science	Incomplete	
Organization Information	Incomplete	
Performance Sites	Incomplete	
Key Personnel	Incomplete	
Research Subject	Incomplete	
SNAP Questions	Incomplete	
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Bethesda, Maryland	20892 Screen Id: ESP7003	FIND. APPLY. BUCCEED."

Figure 7.12: eSNAP Menu Screen (ESP7003).

2. Click Validate.

A list of known errors displays if any errors exist within the selected eSNAP (*see* error message example display on Figure 7.13).

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	ed by National Partitutes of Nealth Venin 2:0.1.1 Profile Personal Profile Status (SNAP) Internet Assisted Review Links (RA Partners Help)	
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	y support change question (ID: 20109)	
	el of effort change question Contact the NIH Administrator (ID: 20110)	
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	or No to the Change in Animal Subject Involvement question from the checklist. (0: 19960)	
	or No to the Invention & Patents Question from the checklist. (D. 19982)	
	or No for Changes in Select Agent Research question from the checklist, (D: 195236)	
	OR No FOR Changes IN Multi PI Leadership PLAN question FROM the checklist. (D: 195237)	
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🔒 Degree Year Earned	is a required field. (ID: 30400)	
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- susanna a scados		
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Figure 7.13: eSNAP Menu Screen (ESP7003).

Submitting an eSNAP Report

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority (see *SO - Delegating Submit Authority* on page 17 for details) is the current reviewer, the validated eSNAP can be submitted to the NIH.

NOTE: An eSNAP must be validated prior to submission. Validation can only occur once all sections of the eSNAP have been designated as complete (*see Validating an eSNAP Report* on page 81).

NOTE: SOs must validate three new assurances/certifications before submitting an eSNAP 1— PI Assurance; 2 – Prohibited Research; 3 – Select Agent Research (*see* Figure 7.14).

- Also -

See Edit IPF Assurances and Certifications in the eRA Commons User Guide at the eRA Commons Support Page, <u>http://era.nih.gov/commons/index.cfm</u>, for details on validating assurances and certifications.

PF Assurances and Certification 😔	Edit		
I Certification Status: Assurance Received and A I Certification Date: 04/30/2006	Accepted		
Issurances and Certification Name	Certification	Explanation	Last Updat
ge Discrimination Assurance			09/02/2003
WI Rights Assurance			09/02/2003
elinquent Debt Assurance			09/02/2003
rugfree Workplace Assurance			09/02/2003
nancial Conflict of Interest			09/02/2003
andicapped Individuals Assurance			09/02/2003
uman Subjects Research			09/02/2003
clusion of Children Policy			09/02/2003
stitutional Debarment and Suspension Assurance			09/02/2003
A years and			09/02/2003
Assurance			07/06/2007
rohibited Research			07/06/2007
ecombinant DNA, Including Human Gene Transfer Research			09/02/2003
esearch Misconduct			09/02/2003
esearch Using Human Embryonic Stem Cells			09/02/2003
esearch on Transportation of Human Fetal Tissue			09/02/2003
elect Agent Research			07/06/2007
ex Discrimination Assurance			09/02/2003
intebrate Animats			09/02/2003
omen and Minority Inclusion Policy			09/02/2003

Figure 7.14: IPF Assurances and Certification Screen (IPF2005).

NOTE: The following list describes Assurances and Certification name changes:

Prior Name	<u>New Name</u>
Conflict of Interest	Financial Conflict of Interest
Human Subjects	Human Subjects Research
Institutional Debarment Assurance	Institutional Debarment and Suspension Assurance
Recombinant DNA	Recombinant DNA, Including Human Gene Transfer Research
Research With Human Embryonic Stem Cells	Research Using Human Embryonic Stem Cells
Transplantation of Human Fetal Tissue	Research on Transplantation of Human Fetal Tissue

To submit an eSNAP report:

 Access the eSNAP Menu screen for the desired grant. See eSNAP Menu Screen Details on page 34 for further information.

e RA	d by National Institutes of Heal	ons	Welcome crhismso Institution: VIRGINIA COMMONWEALTH UNIVERSITY Authority: FSR SO CDEV Log-out
Home Admin Institution F	Profile Personal Profile Status CSNM	FSR Links eRA Partners Help	
eSNAP Menu 😳	e eSNAP Upload Science Edit Dusines	is PD.PLAssurance Report	
esinap menu 🗸			
IH Manuscript Submission S	ystem Status: AVAILABLE		
Application Information			
Grant Number:	5R01HL059469-08		
Institution:	VIRGINIA COMMONWEALTH UNI	VERSITY	
PI Name:	Kukreia, Rakesh C.		
Project Title:	Molecular Mechanisms of Delaye	d Preconditioning	
Due Date:	07/16/2005		
Current Reviewer:	Chism, Chend		
Status:	Reviewer Work in Progress		
Status of Completion: Upbaad Science Organization Information Performance States Key Presonel Research Subject SNAP Questions Inclusion Enrollment View eSRAP Report	Complete Complete Complete Complete Complete Complete Complete Complete Validate Vew Roding History	Recall [Fig] [Summ]	
Sontact Us/Helo Desk Prime S000 Rockelle Pike Betherda, Marking I			

Figure 7.15: All sections must be Designated as Complete and the eSNAP must be validated prior to submission.

2. Click Submit.

The system verifies that the eSNAP contains all the required data in the proper format.

3. An email notification indicating that there is missing/invalid data or that the eSNAP has been accepted for submission is automatically sent by the system. If the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. If the PI submits the eSNAP, notification is sent to the SO and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to *Submitted*.

Assigned NIH staff personnel are also notified when the report is submitted.

PD/PI Assurance Report

The responsibility to secure and retain a written assurance (including date) of all PD/PIs prior to submitting an eSNAP Progress Report to the NIH now rests with the grantee institution. They further agree to make the signature available to the NIH upon request. Since the eSNAP feature already accommodated the PD/PI "sign-off", it has been determined that this can be the official system of record for this particular assurance. A report has been created to allow grantee officials to retrieve this information upon request.

SO – PD/PI Assurance Report

To view the PD/PI Assurance Report:

SO – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the Manage eSNAP screen (Figure 8.1) click the PD/PI Assurance Report access tab.

	Comm Comm	Ons		Welcome ginnyosteen Institution: OREGON RESEARCH INSTITUT Authority: FSR SO	E Log-out
Grant List PD/PI Assurance F	ersonal Prote Status (83) Seport	AP FSR Links eRA Partners Help			
Manage eSNAP 📀					
OMB Approval Number OMB No. 0926-0	200 m HS2590 Approved through	09/30/2007			
Search Form					
Grant Number:	Type Autivity IC C	ode Serial Number Support Year Suffix Code			
PI Last Name:					
Current Reviewer Last Name:					
Status:	All	~			
		Search			
ANDREWS, JUDY A Select Orant Number link to manage the Grant Applications	eSNAP:				
or an Appreciations					
	Name	Project Title	Due Date	Status	Current Reviewer
	Name	Project Tale	Due Date	Status	Current Reviewer

Figure 8.1: Manage eSNAP Screen (ESP7002).

The PD/PI Assurance Report screen displays (Figure 8.2).

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	[Confact UshHeb Desk Privacy Note Dischemer Accessibility	
	National Institutes of Health (NHH 9000 Rockwiller Pike 9000 Rockwiller Pike 900	GRANTS.GOV-

Figure 8.2: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.2):

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

PI Assurance Repo				
Search Criteria				
Last	Fist			
4 Name				
ate Range From 06/01/2003	Воморлии то 07/09/2007 Воморриии	0		
		,		
	Search Clear			
PI Assurance Search Results	1 - 77 cut of 77 recovery Bray 1 March			
Frant #	PI Name	User ID	iAgree Date	Action
R01CA098555-02	ANDREWS, JUDY A	JUDYANDREWS	1/14/2005 14:35:59	ROUTE
R01DA010767-07	ANDREWS, JUDY A	JUDYANDREWS	3/9/2005 17:9:31	ROUTE
R01CA086169-06	Biglan, Anthony	TONYBIGLAN	3/15/2005 17:22:8	ROUTE
R01DA015817-02	DAVIS, BETSY	BETSYDAVIS	6/15/2004 16:5:29	ROUTE
R01DA015817-03	DAVIS, BETSY	BETSYDAMS	6/16/2005 0:5:34	ROUTE
R01AA011510-07	DUNCAN, SUSAN C	SUEDUNCAN	7/8/2004 18:37:1	ROUTE
R01AA011510-08	DUNCAN, SUSAN C	SUEDUNCAN	6/6/2005 14:34:31	ROUTE
R01HD035873-07	DUNCAN, SUSAN C	SUEDUNCAN	9/7/2004 17:39:10	ROUTE
R01DA012986-04	Foster, Edward Michael	MICHAELFOSTER	7/16/2004 15:30:35	ROUTE
01A0020048-07	OOLDBERG, LEWIS R	LEWGOLDBERG	7/8/2004 18:30:30	ROUTE
01MH049227-13	GOLDBERG, LEWIS R	LEWGOLDBERG	11/3/2004 19:48:30	ROUTE
01DA017972-03	GORDON, JUDITH S	JUDITHGORDON	5/13/2005 18:18:2	ROUTE
R01MH066023-03	Klein, Daniel N	DANKLEIN	8/3/2004 14:25:19	ROUTE
R21A0020470-02	LI, FUZHONO	FUZHONOLI	7/7/2004 14:43:8	ROUTE
R21AA014195-02	MCFARLAND, BENTSON H	MCFARLANDB	12/14/2004 14:30:57	ROUTE
R01CA079946-05	MCKAY, H GARTH	GARTHMCKAY	10/15/2004 13:54:23	ROUTE
R42HD042952-03	RUSBY, JULIE C	JULIERUSBY	6/16/2005 17:28:52	ROUTE
R01MH061529-05	SEVERSON, HERBERT H	HERBSEVERSON	5/13/2005 17:45:6	ROUTE
01MH061529-05	SEVERSON, HERBERT H	HERBSEVERSON	5/13/2005 17:53:54	ROUTE
R01MH065340-02	SHEEDER, LISA D	LISASHEEDER	10/14/2004 18:4:15	ROUTE
01HL077120-02	TOOBERT, DEBORAH J	DEBORAHORI	7/13/2004 15:20:3	ROUTE
R01DA017023-02	WALDRON, HOLLY	HYHOPS	4/15/2005 14:28:15	ROUTE
01DA011955-06	Waldron, Holly B.	HOLLYWALDRON	7/15/2004 14:45:54	ROUTE
R01DA015762-02	Waldron, Holly B.	HOLLYWALDRON	5/13/2004 13:58:0	ROUTE
01DA015762-03	Waldron, Holly B.	HOLLYWALDRON	5/13/2005 17:18:22	ROUTE
01DA015762-02	Waldron, Holly B.	HOLLYWALDRON	5/13/2004 13:54:42	ROUTE
01DA011955-06	Waldron, Holly B.	HOLLYWALDRON	7/16/2004 12:30:13	ROUTE

Figure 8.3: PD/PI Assurance Report Screen (ESP7039).

NOTE: Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

NOTE: For SOs, only the SOs default institution affiliated records are included in search results.

NCAA – PD/PI Assurance Report NIH Only

NCAA users are internal NIH users—staff members within eRA who perform account activation for requested Commons accounts. This particular report is available to only NIH staff holding this special role and is not applicable to grantees.

To view the PD/PI Assurance Report:

NCAA – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the NCAA ESNAP Reports screen (Figure 8.4) click the PD/PI Assurance Report access tab.



Figure 8.4: NCAA ESNAP Reports Screen (ESP7041).

The PD/PI Assurance Report screen displays (Figure 8.5).

Search Criteria		Welcome prepaide_com Instatuce US ANNONALINETUTES OF HEALTH Authority: INCAN OFM OPINDE UPSPR CDEV Log-cod
	Bearch Clear Pl Assurance Search Results	
	I per assistantance per activities and Center II Per Name User ID Magree Date No record available.	Action
	Context Us/Help Desk Princy Notice Disclaimer Accessibility	
	I Contract/UNHIND CHesk I TimeRX/NetGe1 (Document (Accessenter) Stormer (Accessenter) St	GRANTS.GOV*

Figure 8.5: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.5):

IPF code.

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

e RA	Commons		Institution: U.	erpointb_com S. NATIONAL INSTITUTES OF HEALTH CAA OFM OFMDE UPSPR CDEV Loo-out
Home Admin InstitutionProfile Pers	anal Profile Status (SSNAP) FSR Internet Assiste	2.10.1.1 d Review Links eRA Partners F	letp	
PDPLAssurance Report Se PI Assurance Report 3	bmit Delegates Report			
Search Criteria				
	ed for NCAA			
PIName	First			
Date Range From 06/01/1998	DDMMDD/MMDD/MM)			
	Search Clear			
PlAssurance Search Results 1 - 1 out of				
Grant #	PI Name	User ID	Ukgree Date	Action
R01DC002123-09	Palmer, Jeffrey B.	SCRAIG	4/29/2004 9:21:49	ROUTE
Contact Us/Help Desk Privacy Notice Di	sclaimer Accessibility			
National Institutes of Health (NH) 9000 Rockville Pike	Department of Health O 2007 NIH. All Rights I Screen Rendered: 07/1	Reserved. 0/2007 09:50:00 EDT		GRANTS.GOV-
Bethesda, Maryland 20892	Screen Id: ESP7039			FIND. APPLY. SUCCEED."

Figure 8.6: PD/PI Assurance Report Screen (ESP7039).

NOTE: Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

NOTE: For NCAA users, only records affiliated with the institution identified by the IPF code search parameter are included in search results.

PD/PI Assurance Report Fields

<u>Column</u>		Description
Grant #	-	Combination of Characters and Numbers that identify a grant.
PD/PI Name	_	Principal Investigator name.
User ID	_	Principal Investigator user id.
I Agree Date	_	The date that the PI electronically agreed to the terms required for performing the action shown in the adjacent Action column.
Action	_	The action performed by the PI that prompted assurance agreement.

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